

## Measure O Citizen’s Oversight Committee Agenda

Date: May 17, 2023 from 4:30pm-6:00pm

Meeting held via Zoom - Public link:

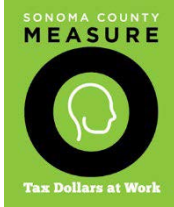
<https://sonomacounty.zoom.us/j/99878850427?pwd=cFdkaElyNnFQMnFWRUN3N0x6VTVXUT09>

Webinar ID: 998 7885 0427

Passcode: 008106

	Agenda Item	Packet Item	Presenter(s)	Time (Approx.)
1.	Call to Order/Introductions/Roll Call		Committee Chair	4:30pm
2.	Approve Minutes of 1/25/23 Meeting <i>ACTION ITEM</i>	DRAFT 1/25/23 Minutes	Committee Chair	4:35pm
3.	Fiscal Reporting <ul style="list-style-type: none"> <li>Review FY 22-23 Q3 Expenditures</li> <li>Tax Performance Update 4Q 2022</li> </ul>	<ul style="list-style-type: none"> <li>FY22-23 Q3 Financial Statements</li> <li>HdL District Tax Update 4Q 2022</li> </ul>	Department of Health Services Staff	4:40pm
4.	Presentation on Mental Health Services Act (MHSA) & the Connection to Measure O Funding		Melissa Ladrech, Department of Health Services	5:00pm
5.	Staff Reports <ul style="list-style-type: none"> <li>Select next Oversight Committee meeting; September 27 or October 6, 2023, and determine in-person location</li> <li>Update on Mental Health Forum 5/2</li> <li>Behavioral Health Staffing recruitment and retention update</li> <li>Awardees of Measure O Housing-Focused Homelessness Interventions Notice of Funding Availability (NOFA)</li> </ul>		Department of Health Services Staff	5:30pm
6.	Public Comment on non-agendized items		Committee Chair	5:50pm

Committee members: Please notify [leah.benz@sonoma-county.org](mailto:leah.benz@sonoma-county.org) if you are unable to attend. Meetings are open to the public. Persons wishing to address the Measure O Citizen’s Oversight Committee are invited to speak during the Public Comment period for each ACTION ITEM and during Public Comment on non-agendized items. For information on access for persons with disabilities, contact Department of Health Services, 1450 Neotomas Ave., Ste 200, Santa Rosa, CA 95405, (707) 565-6614



## Measure O Citizen's Oversight Committee Meeting Minutes

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

Meeting Recording: [https://sonomacounty.zoom.us/rec/share/xXDYErvaBLEzWzDrvbkT6Pz0BYIZQXeCEJfDOg\\_OhzxzCvuD5pWAUOZx8ZPmfZ9i.6nh9e23IV5FpLLPV](https://sonomacounty.zoom.us/rec/share/xXDYErvaBLEzWzDrvbkT6Pz0BYIZQXeCEJfDOg_OhzxzCvuD5pWAUOZx8ZPmfZ9i.6nh9e23IV5FpLLPV)

Access Passcode: DcAb%\*D9

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

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

Department of Health Services Staff Present:

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

### 1. Call to Order/Introductions/Roll Call

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

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

Attachment: DRAFT 12/7/22 Minutes

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

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

Abstain: Betzy Chavez

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

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

Presenter: Karlee Ransom, Eide Bailly LLP, Senior Manager

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

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

Comments:

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

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

Objections: None

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

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

Comments:

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

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

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

Objections: None

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

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

Attachment: FY 2021-2022 Annual Report DRAFT

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

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

Comments:

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

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

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

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

Objections: None

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

## 5. Staff Reports

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

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

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

#### **6. Public Comment on non-agendized items**

There was no public comment.

Other comments by committee members:

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

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

**Measure O - Special Revenue Account Statement - Fiscal Year 22/23 as of 3/31/2023**

Dept Id	Behavioral Health Facilities - (22%)		Q1	Q2	Q3	Q4	Total	Notes
22052400	A	Beginning Fund Balance as of 7/1/2023	2,282,940				2,282,940	Fund 11875
	B	Tax Revenue			7,463,458		7,463,458	
	C	Intradepartmental Expenses			1,991,464		1,991,464	
	D	Ending Fund Balance 3/31/2023					7,754,934	

Dept Id	Emergency Psychiatric / Crisis Services - (44%)		Q1	Q2	Q3	Q4	Total	Notes
22052500	A	Beginning Fund Balance as of 7/1/2023	5,700,941				5,700,941	Fund 11876
	B	Tax Revenue			10,950,969		10,950,969	
	C	Intradepartmental Expenses					-	
	D	Ending Fund Balance 3/31/2023					16,651,910	

Dept Id	Mental Health & Substance Use Disorder Outpatient Services - (18%)		Q1	Q2	Q3	Q4	Total	Notes
22052600	A	Beginning Fund Balance as of 7/1/2023	4,552,954				4,552,954	Fund 11877
	B	Tax Revenue			4,493,410		4,493,410	
	C	Intradepartmental Expenses					-	
	D	Ending Fund Balance 3/31/2023					9,046,363	

Dept Id	Behavioral Health Homeless / Care Coordination - (14%)		Q1	Q2	Q3	Q4	Total	Notes
22052700	A	Beginning Fund Balance as of 7/1/2023	3,621,332				3,621,332	Fund 11878
	B	Tax Revenue			3,495,362		3,495,362	
	C	Intradepartmental Expenses					-	
	D	Ending Fund Balance 3/31/2023					7,116,694	

Dept Id	Transitional & Permanent Supportive Housing - (2%)		Q1	Q2	Q3	Q4	Total	Notes
14320600*	A	Beginning Fund Balance as of 7/1/2023	55,139				55,139	Fund 46047*
	B	Tax Revenue			496,545		496,545	
	C	Intradepartmental Expenses			370,123		370,123	
	D	Ending Fund Balance 3/31/2023					181,561	

\* As of 7/1/2023 this Dept ID will be transferred from CDC Department 14320600 to DHS 22052800 and this fund will be transferred from CDC 46047 to DHS 11879 going forward

**Measure O - Operating Account Statement - Fiscal Year 22/23 Q1-Q3 YTD as of 3/31/2023**

Dept ID	Behavioral Health Facilities - (22%)	YTD Budget	YTD Actuals	Variance	Notes
22030107	<b>Expenditures</b>				
A	Salaries & Benefits	150,181	100,760	49,421	
B	Community Based Organizations/Professional Services	13,235,870	7,576,226	5,659,644	
C	Other Direct Expenses & Administration	1,201,991	40,989	1,161,002	
D	<b>Total Expenditures</b>	<b>14,588,042</b>	<b>7,717,975</b>	<b>6,870,067</b>	
	<b>Revenue &amp; Reimbursement</b>				
E	Federal Passthrough & Other Revenue	4,567,828	6,833	4,560,995	
F	Reimbursement Measure O	7,787,371		7,787,371	
G	Other Reimbursement	2,232,843		2,232,843	
H	<b>Total Revenue &amp; Reimbursement</b>	<b>14,588,042</b>	<b>6,833</b>	<b>14,581,209</b>	
	<b>Net Cost (Expenditure minus Revenue)</b>	<b>-</b>	<b>(7,711,142)</b>	<b>7,711,142</b>	

Dept ID	Emergency Psychiatric / Crisis Services - (44%)	YTD Budget	YTD Actuals	Variance	Notes
22030108	<b>Expenditures</b>				
A	Salaries & Benefits	6,339,023	3,326,078	3,012,945	
B	Community Based Organizations/Professional Services	2,814,940	3,729,869	(914,929)	
C	Other Direct Expenses & Administration	5,981,631	1,825,836	4,155,795	
D	<b>Total Expenditures</b>	<b>15,135,594</b>	<b>8,881,784</b>	<b>6,253,810</b>	
	<b>Revenue &amp; Reimbursement</b>				
E	Federal Passthrough & Other Revenue	4,680,988	2,775	4,678,213	
F	Reimbursement Measure O	7,807,892		7,807,892	
G	Other Reimbursement	2,646,714		2,646,714	
H	<b>Total Revenue &amp; Reimbursement</b>	<b>15,135,594</b>	<b>2,775</b>	<b>15,132,819</b>	
	<b>Net Cost (Expenditure minus Revenue)</b>	<b>-</b>	<b>(8,879,009)</b>	<b>8,879,009</b>	

Dept ID	Mental Health & Substance Use Disorder Outpatient Services - (18%)	YTD Budget	YTD Actuals	Variance	Notes
22030109	<b>Expenditures</b>				
A	Salaries & Benefits	1,124,276	413,148	711,128	
B	Community Based Organizations/Professional Services	3,650,793	1,045,449	2,605,344	
C	Other Direct Expenses & Administration	1,100,944	119,042	981,902	
D	<b>Total Expenditures</b>	<b>5,876,013</b>	<b>1,577,639</b>	<b>4,298,374</b>	
	<b>Revenue &amp; Reimbursement</b>				
E	Federal Passthrough & Other Revenue**	594,007	321	593,686	
F	Reimbursement Measure O	4,869,202		4,869,202	
G	Other Reimbursement	412,804		412,804	
H	<b>Total Revenue &amp; Reimbursement</b>	<b>5,876,013</b>	<b>321</b>	<b>5,875,692</b>	
	<b>Net Cost (Expenditure minus Revenue)</b>	<b>-</b>	<b>(1,577,318)</b>	<b>1,577,318</b>	



**Measure O - Operating Account Statement - Fiscal Year 22/23 Q1-Q3 YTD as of 3/31/2023 continued**

Dept ID	Behavioral Health Homeless / Care Coordination - (14%)	YTD Budget	YTD Actuals	Variance	Notes
<b>22030110</b>	<b>Expenditures</b>				
A	Salaries & Benefits	-	-	-	
B	Community Based Organizations/Professional Services	3,341,403	-	3,341,403	
C	Other Direct Expenses & Administration	1,174,137	860	1,173,277	
D	<b>Total Expenditures</b>	<b>4,515,540</b>	<b>860</b>	<b>4,514,680</b>	
	<b>Revenue &amp; Reimbursement</b>				
E	Federal Passthrough & Other Revenue	(1,000)		(1,000)	
F	Reimbursement Measure O	4,498,540		4,498,540	
G	Other Reimbursement	18,000		18,000	
H	<b>Total Revenue &amp; Reimbursement</b>	<b>4,515,540</b>	<b>-</b>	<b>4,515,540</b>	
	<b>Net Cost (Expenditure minus Revenue)</b>	<b>-</b>	<b>(860)</b>	<b>860</b>	

Dept ID	Transitional & Permanent Supportive Housing - (2%)	YTD Budget	YTD Actuals	Variance	Notes
<b>14320600*</b>	<b>Expenditures</b>				
A	Salaries & Benefits	-	-	-	
B	Community Based Organizations/Professional Services	525,750	370,123	155,627	
C	Other Direct Expenses & Administration	50,100	-	50,100	
D	<b>Total Expenditures</b>	<b>575,850</b>	<b>370,123</b>	<b>205,727</b>	
	<b>Revenue &amp; Reimbursement</b>				
E	Federal Passthrough & Other Revenue**	100	1,347	(1,247)	
F	Reimbursement Measure O	575,750	379,565	196,185	
G	Other Reimbursement	-		-	
H	<b>Total Revenue &amp; Reimbursement</b>	<b>575,850</b>	<b>380,912</b>	<b>194,938</b>	
	<b>Net Cost (Expenditure minus Revenue)</b>	<b>-</b>	<b>10,789</b>	<b>(10,789)</b>	

\* As of 7/1/2023 this department will be transferred from CDC 14320600 to DHS 22030111 going forward

\*\* This line represents ONLY current year Revenue, Prior Year Revenues have been removed for this report

**Measure O - Expenditures\* and Program Impact - Fiscal Year 22/23 Q1-Q3 YTD as of 03/31/2023**

<b>Behavioral Health Facilities - (22%) Account - 22030107</b>		<b>Salaries &amp; Benefits</b>	<b>CBOs/ Professional Services</b>	<b>Other Direct Exp. &amp; Admin</b>	<b>Total</b>	<b>Program Impact</b>	<b>Contact</b>
Program Support**	A	666	1,351	2,821	4,838		
Residential Care Facility (RCF)	B	-	20,555	4,454,697	4,475,252		
Psychiatric Health Facility & Operations	C		11,716	3,121,530	3,133,246		
Transitional Housing for individuals discharging from crisis services	D	98,832	5,809	-	104,641		

<b>Emergency Psychiatric / Crisis Services - (44%) Account - 22030108</b>		<b>Salaries &amp; Benefits</b>	<b>CBOs/ Professional Services</b>	<b>Other Direct Exp. &amp; Admin</b>	<b>Total</b>	<b>Program Impact</b>	<b>Contact</b>
Program Support**	A	-	2,702	79,066	81,767		
Crisis Stabilization Unit (CSU)	B	3,326,100	1,688,220	33,927	5,048,247		
Residential Crisis Services	C		33,416	1,779,891	1,813,307		
Inpatient Hospital Services – Adult	D		22,411	975,664	998,075		
Mobile Support Team (MST) Expansion II/ Crisis, Assessment, Prevention, and Education (CAPE)	E	-	-	940,387	940,387		

<b>Mental Health &amp; Substance Use Disorder Outpatient Services - (18%) Account - 22030109</b>		<b>Salaries &amp; Benefits</b>	<b>CBOs/ Professional Services</b>	<b>Other Direct Exp. &amp; Admin</b>	<b>Total</b>	<b>Program Impact</b>	<b>Contact</b>
Program Support**	A	2,272	1,105	11,685	15,062		
VOM Clinic Mental Health Services at Children’s Shelters	B	263,074	30,510	-	293,584		
SMHS For Mental Health Services for Children and Youth	C		3,231	-	3,231		
Services to support Residential Care Facilities, Permanent Supportive Housing (PSH), and other Housing	D		9,894	1,046,779	1,056,673		
Substance Use Disorder Services (SUDS) Expansion	E	147,801	61,288	-	209,089		

<b>Behavioral Health Homeless / Care Coordination - (14%) Account - 22030110</b>		<b>Salaries &amp; Benefits</b>	<b>CBOs/ Professional Services</b>	<b>Other Direct Exp. &amp; Admin</b>	<b>Total</b>	<b>Program Impact</b>	<b>Contact</b>
Program Support**	A	-	860	-	860		
Behavioral Health Services for individuals who are homeless	B	-	-	-	-		
Care Coordination for High Needs Homeless	C			-	-		

<b>Transitional &amp; Permanent Supportive Housing - (2%) Account - 14320600***</b>		<b>Salaries &amp; Benefits</b>	<b>CBOs/ Professional Services</b>	<b>Other Direct Exp. &amp; Admin</b>	<b>Total</b>	<b>Program Impact</b>	<b>Contact</b>
Program Support**	A	-	-	-	-		
Supportive Housing Pool Peer & Fam PSH	B	-	-	370,123	370,123		

\*Expenditures funded with Measure O and other leveraged funding

\*\* This includes general program support and other non-identified program cost

\*\*\* As of 7/1/2023 this department will be transferred from CDC 14320600 to DHS 22030111 going forward