

**LAS VIRGENES – MALIBU COUNCIL OF GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE**

Wednesday, January 8, 2020, 8:30 A.M.

Agoura Hills City Hall
City Manager's Conference Room
30001 Ladyface Court, Agoura Hills, CA 91301

AGENDA

1. Call to Order: Greg Ramirez, Chair
2. Introductions
3. Public Comment
4. Consent Calendar
 - A. Executive Director's Report
5. COG Homeless Outreach and Regional Coordinator – Attachment
6. Public Safety, Agency and Legislative Updates
 - A. Sheriff's Department
 - B. Fire Department
 - C. League of Cities
 - D. Agency Partners
 - E. Area Legislators
7. General Comments and Future Agenda Items
8. Adjournment

Memorandum

DATE: January 8, 2020
TO: Technical Advisory Committee
FROM: Terry Dipple, Executive Director
SUBJECT: Executive Director's Report

OVERVIEW

The purpose of this memorandum is to update the Technical Advisory Committee on the status of COG projects and other items of interest.

Measure M Projects and Funding – Last month we held a meeting with Metro to discuss Measure M project eligibility issues. Once again, there were question from Metro's Highway staff concerning the eligibility of certain new projects. Most questions concerned the scope of each project. A detailed discussion of the project benefits seemed to address most of the question Metro had. I appreciate the efforts of the Charmaine Yamboa, Agoura Hills, Benjamin Chan, Calabasas and Kerry Kallman and Dirk Lovett, Hidden Hills attending the meeting along with Nicole Englund, Supervisor Kuehl's transportation deputy. There was no need for Malibu and Westlake Village to attend as their Measure M projects were either minimal and/or will be carried over to the 7th year. I am continuing to work with COG cities to finalize any information that Metro needs. The project list and funding is expected to approved by the Metro Board, next month. Metro will allocate an additional \$12,870,156 of Measure M funds to the COG for the 7th year, which will be included in the updated 7th year of the Measure M 5-Year Project List. I will be working with all of the COG cities as we formulate the project list for the 7th year of Measure M funding that will be presented to the Technical Advisory Committee this Summer with a recommendation going to the Governing Board thereafter. I believe the COG can expect the same level of review by Metro Highway and Active Transportation project managers so we will want to begin the process now in order to meet Metro's schedule. In addition, I am working with the COG cities to finalize any outstanding Funding Agreements for Measure M projects. The following is the 6th and 7th year allocation. Funds not programmed will be carried forward for future projects.

	6 th Year	7 th Year
Agoura Hills	\$3,023,861	\$3,114,577
Calabasas	\$3,423,711	\$3,526,422
Hidden Hills	\$ 262,402	\$270,274
Malibu	\$1,874,295	\$1,930,524
Westlake Village	\$1,237,035	\$1,274,146
LA County	<u>\$2,673,993</u>	<u>\$2,754,213</u>
Total	\$12,495,297	\$12,870,156

Evacuation Plan – Greg Ramirez and I discussed the COG’s involvement in the development and implementation of the evacuation plan that is recommended in the “After Action Review of the Woolsey Fire Incident,” prepared by Citygate Associates, LLC, at the direction of the Los Angeles County Board of Supervisors. I had several discussions with Nicole Englund who will be coordinating the effort through Supervisor Kuehl’s office. At her suggestion, I submitted a letter to Supervisor Kuehl requesting the COG and member cities be included in the development and implementation of the warning and evacuation plans that will tie lessons learned to any future emergency response and recovery operation in the Las Virgenes-Malibu Council of Governments region.

Homeless Initiative Update – The LA County Homeless Initiative Team has given support for the COG to use the \$30,000 grant and \$81,528 Innovation Funds to hire a homeless outreach/regional coordinator that would work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received and while performing outreach duties. Currently, the response time from LAHSA and service providers can range from 48-72 hours. In addition, the homeless outreach/regional coordinator would provide linkages to resources available for the homeless population, referrals to any needed services including health, mental health, education, employment, vocational training and serve as an advocate or liaison to other organizations when needed. The homeless outreach/regional coordinator would also assist the COG Executive Director by maintain a comprehensive up-to-date resource base for homeless services and referrals, prepare program reports outlining key activities and outcomes for the grant and funding provider (LA County), prepare invoices for reimbursement and maintain professional relationships with offices of local government, City and LA County Departments. The Homeless Initiative Team wants the COG’s to execute contracts in January 2020 and all of the funds must be spent by June 30, 2021. This item is on the January 8, 2020 TAC agenda for discussion and recommendation to the Governing Board.

Outstanding Liability with California Joint Powers Insurance Authority – I have not heard anything further from the California Joint Powers Insurance Authority pertaining to the COG’s \$32,325 retrospective liability. The Executive Director did say he could approve a payment plan over 2-3 years. I am open to any direction from the city managers.

Metro NextGen Bus Study – The NextGen Bus Study began in early 2018. The NextGen Regional Service Concept was reviewed and approved by the Metro Board, last Summer. The Regional Service Concept was developed through consideration of both technical data and the priorities and personal experiences Metro heard during the outreach meetings and responses to questionnaires. The Draft NextGen Bus Service Plan is scheduled for presentation to the Metro Operations Committee this month with Metro Board approval expected in the Spring of 2020. Initial implementation is expected to begin by the end of the year.

Memorandum

DATE: January 8, 2020
TO: Technical Advisory Committee
FROM: Terry Dipple, Executive Director
SUBJECT: Homeless Outreach and Regional Coordinator

OVERVIEW

The purpose of this memorandum is to provide the Technical Advisory Committee with information related to the \$30,000 homeless grant and \$81,528 Innovation Funds from Los Angeles County to be used for coordination and homeless service issues in the COG cities.

RECOMMENDATION

The Technical Advisory Committee recommends to the Governing Board that the COG allocate up to \$60,000 in LA County homeless grant and Innovation Funds to hire a part-time to full-time social worker/case manager that would respond to city staff, public safety partners and homeless service providers to assist homeless people and related issues in the COG cities. Further, that the Governing Board authorize the Executive Director to execute a contract with the County for said funds that must be spent by June 30, 2021.

BACKGROUND

The first year \$30,000 grant was allocated to Malibu to prepare a homeless services brochure and to provide coordination with LA County, homeless service providers and the COG cities. The invoicing has not been finalized or submitted by Malibu. However, it is being addressed and a determination on the amount Malibu will be invoicing will be decided by the end of January. Any remaining funds will be carried over for use by the COG.

The COG's Homeless Working Group held several meetings last year and there was a consensus the cities needed a part-time to full-time social worker/case manager that would respond to city staff, public safety partners and homeless service providers to assist homeless people and related issues in the COG cities. The response time from LAHSA and service providers can range from 48-72 hours. Ideally, the Homeless Working Group wanted the social worker/case manager to work closely with the Lost Hills Sheriff's Station deputies and Mental Evaluation Team (MET) that consists of a deputy and case manager. The MET works 40 hours a week but as we all know this is a 24/7 issue so there would be times the COG's social worker/case manager would be the only resource available to respond immediately.

The LA County Homeless Initiative Team has given support for the COG to use the second year \$30,000 grant and \$81,528 Innovation Funds to hire a homeless outreach/regional coordinator that would work with the COG, city staff, public safety partners and homeless service providers to assist homeless people in response to requests received and while performing outreach duties. In addition, the homeless outreach/regional coordinator would provide linkages to resources available for the homeless population, referrals to any needed services including health, mental health, education, employment, vocational training and serve as an advocate or liaison to other organizations when needed. The homeless outreach/regional coordinator would also assist the COG Executive Director by maintain a comprehensive up-to-date resource base for homeless services and referrals, prepare program reports outlining key activities and outcomes for the grant and funding provider (LA County), prepare invoices for reimbursement and maintain professional relationships with offices of local government, City and LA County Departments. LA County Homeless Initiative Team and homeless service providers estimate a full-time independent contractor would be \$60,000 annually. Based on initial discussions with the County and homeless service providers, there may be individuals with connections to the homeless service providers who would be ideal candidates for the homeless outreach/regional coordinator.

ATTACHMENT: Job Description for Homeless Outreach and Regional Coordinator

Las Virgenes-Malibu Council of Governments

Homeless Outreach and Regional Coordinator

- Reports to the Executive Director (ED) of the COG.
- Average 40 hours/week
- \$60,000/year – no benefits are offered

Essential Job Functions

1. Regional Coordination
 - a. Support the ED, city staff, homeless system partners, and community partners to set program goals and metrics.
 - b. Strengthen existing key relationships and develop new relationships to prevent and combat homelessness in the COG market area
 - c. Monitor program activities and outcomes.
 - d. Maintain a comprehensive up-to-date resource base for homeless services and referrals
 - e. Prepare program report outlining key activities and outcomes for the funder (County)
 - f. Prepare invoices for reimbursement
 - g. Maintain professional relationships with offices of local government, and City and County Departments
2. Outreach
 - a. Work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received and while performing outreach duties
 - b. Provide linkages to resources available for the homeless population. Provide referrals to any needed services including health, mental health, education, employment, vocational training. Serve as an advocate or liaison to other organizations when needed.
 - c. Represent the COG at community meetings
 - d. Participate in CES and Case Conferencing meetings
3. Qualifications
 - a. Must be highly motivated and a self-starter.
 - b. Experience performing intakes and assessing social service needs
 - c. Must have excellent administrative and organizational skills.
 - d. Knowledge of case management principles and intervention techniques specific to homeless populations or other under-served groups.
 - e. Strong written and oral communication skills
 - f. Strong research and internet skills
 - g. Ability to maintain professional relationships with diverse organizations and community representatives.
 - h. Good communication typing skills and computer proficiency, including

Candidate must have a valid California Drivers' License; good driving record for a minimum of 3 years; and, a valid automobile liability insurance.