

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

Wednesday, November 3, 2021, 8:30 A.M.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86185472295?pwd=c1FobThrL1VyR21BbElsOWNDcUJtQT09>

Meeting ID: 861 8547 2295 • Passcode: 796284

**AGENDA**

1. Call to Order: Rob de Geus, Chair
2. Public Comment: via Zoom, email or phone
3. COVID-19 issues and updates – Discussion
4. Public Safety, Legislative and Agency Partners Updates
  - A. Sheriff's Department
  - B. Fire Department
  - C. Cal Cities
  - D. Agency Partners
  - E. Area Legislators
5. Draft Statement of Work, LA County Homeless Grant – Attachment
6. General Comments
7. Future Agenda Items
8. Adjournment

*Please contact Terry Dipple [terry@lvmcog.org](mailto:terry@lvmcog.org) or 818-968-9088 if have any questions.*

**STATEMENT OF WORK**

**Las Virgenes-Malibu Council of Governments**

Section I. Overview Las Virgenes-Malibu Council of Government (LVMCOG) will provide regional homeless coordination services to regionally support Las Virgenes-Malibu COG's cities in their goal to prevent and combat homelessness.

On September 4, 2018, the County of Los Angeles Board of Supervisors (Board) approved the allocation of funding for regional homelessness coordination services at Council of Government level for coordination between cities in the Los Angeles Continuum of Care.

On November 12, 2019, the Board unanimously approved the framework described in the October 28, 2019 LA County Chief Executive Office – Homeless Initiative (CEO-HI) Board Memo and allocated \$6 million in Measure H funds to be routed through Council of Governments (COGs) to enable cities to support activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. In addition, the Board authorized the CEO-HI to execute and/or amend COG contracts to implement the Innovation Framework.

LVMCOG member cities include Agoura Hills, Calabasas, Hidden Hills, Malibu and Westlake Village. The LVMCOG Governing Board is comprised of elected officials from each of the LVMCOG's member cities and serves as the primary governing body taking actions to support endeavors aimed at maximizing the quality of life and productivity of the region.

This Statement of Work (SOW) is in two parts. The first details how the LVMCOG will ensure that coordination and communication through LVMCOG, its member cities and other partnering public-private agencies will build stronger relationships and increase awareness of homelessness services to cities, service providers, faith-based organizations and stakeholders as described below in Tasks 1 and 2. The LVMCOG will receive \$----- in Innovation Funds.

The second part will focus on the LVMCOG providing regional and outreach coordination services to its member cities and other partnering public-private agencies to build stronger relationships and increase awareness of homelessness services to cities, service providers, faith-based organizations and stakeholders, and serve people experiencing homelessness as described below in Tasks 4, 5 and 6. The total amount for this part is up to \$45,000.

The maximum contract amount is not to exceed \$ -----.

## Section II. Objective

The objective of the regional coordination of homeless services is to provide for better homelessness services coordination between the County, LVMCOG member cities, Regional Homeless Service Providers and others. The regional coordination will also support the County's Homeless Initiative strategies and programs to combat homelessness in the region, as directed by the LVMCOG Governing Board.

## Section III. Tasks/Deliverables

### Task 1: Outreach and Coordination

The LVMCOG will retain one full time contractor (Outreach Coordinator) who will provide outreach services. Primary scope of duty will include, but not be limited to:

- A. Be available and communicate regularly with designated city staff from LVMCOG cities who will report instances where unhoused individuals may need assistance and/or resources.
- B. Work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received while performing outreach duties.
- C. 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 as needed.
- D. The Coordinator will participate in Coordinated Entry System and regional case conferencing meetings.
- E. Participate in LVMCOG Governing Board, Technical Advisory Committee and Homeless Working Group meetings and provide follow up as needed.
- F. Provide a weekly update that details activities assisting unhoused individuals and responding to requests related to the same.
- G. Represent LVMCOG at SPA 2 and 5 meetings with service providers.
- H. Attend other meetings, as directed by LVMCOG.

### Deliverables:

- Submit weekly updates to LVMCOG detailing interaction with unhoused individuals, provide resources.
- Serve at least 12 homeless clients per month.
- Attend at least 12 local and regional meetings during the contract term.
- Participate in the monthly CES and Case Conferencing meetings.

## Task 2: Administrative Support

The LVMCOG will retain a part time contractor (Administrative Assistant) who will assist the LVMCOG Executive Director only with homeless-related administrative matters. The Administrative Assistant will not provide administrative services for general LVMCOG activities. Primary scope of duty will be limited to:

- A. Assist the COG Executive Director in convening meetings with the LVMCOG Homeless Working Group and prepare periodic updates to the LVMCOG Technical Advisory Committee and Governing Board on homeless issues and minutes of Homeless Working Group meetings. Target Outcome Meetings will be convened quarterly. Each meeting minutes to be submitted to County by each quarter.
- B. Assist the COG Executive Director in preparing and disseminating information; and handling requests for information from the LVMCOG Governing Board, LVMCOG Technical Advisory Committee, County Homeless Initiative Team, homeless service providers and community members.
- C. Assist the LVMCOG Executive Director in preparing County Homeless Initiative quarterly reports and invoices, statement of work and assist in handling requests for information from the LVMCOG Governing Board, LVMCOG Technical Advisory Committee, Team, homeless service providers and community members.
- D. Assist the LVMCOG Executive Director in maintaining database of Service Planning Area stakeholders in homeless services and update, as needed.
- E. Assist the LVMCOG Executive Director in obtaining input from cities about the County's Homeless Initiative strategies, programs and Measure H implementation and the County's approved strategies and submit comments annually to the County.

### Deliverables:

- Prepare quarterly reports and invoices
- Prepare Homeless Working Group meeting minutes

## Task 3: Family Reunification

The LVMCOG will begin a 6-month pilot program to address family reunification of unhoused individuals. LVMCOG will enter into a contract with West Coast Care, which focuses on repairing broken relationships as a means of achieving sustained long-term recovery. Their top priority is the reunification of homeless individuals with their families and close friends – rebuilding these essential support systems and equipping people for the journey back home. They accomplish this through:

- A. Earning trust and inspiring hope through daily conversation and addressing immediate needs and concerns.
- B. Contacting estranged family members or friends and acting as mediator between them and the person living outside.

C. Providing bus tickets, car repair, and/or other travel resources needed to get the person safely back home.

D. Offering long-term support after family reunification.

Deliverables:

- Prepare monthly report to LVMCOG
- Prepare final report on the 6-month Pilot Family Reunification Program

Task 4: Direct Client Assistance

The LVMCOG will begin a 6-month pilot program to provide direct assistance to unhoused individuals who may need car repair, rental assistance, etc. Financial assistance will be based on the investigation and recommendation of the Outreach Coordinator to the LVMCOG Executive Director.

Task 5: City Coordination

LVMCOG Executive Director will facilitate collaboration between Los Angeles County, COG Cities and Communities to work together to combat and prevent homelessness in the Las Virgenes-Malibu Region.

A. LVMCOG Executive Director, Administrative Assistant and Outreach Coordinator will work with cities, non-profit service providers, other community organizations, congregations, and members of the public to ensure the effective coordination of homeless services within the continuum of care, consistent with policies adopted by the cities.

B. LVMCOG will attend local stakeholder coalition meetings, as needed, to ensure there is effective collaboration across the entire region.

**DELIVERABLES:** LVMCOG shall provide quarterly reports and invoices, describing progress made on items in Tasks 1, 2, 3, 4 and 5, listed above. Digital copies of meeting minutes, materials distributed, etc. must be provided with monthly reports. A final report will be due to the County prior to contract expiration describing how each item of all Tasks were completed.

All reports and invoices shall be submitted to the County Chief Executive Office – Homeless Initiative at the following email addresses:

Ashlee Oh, Principle Analyst [aoh@ceo.lacounty.gov](mailto:aoh@ceo.lacounty.gov)

With a copy to: [hiadmin@ceo.lacounty.gov](mailto:hiadmin@ceo.lacounty.gov)