



BOARD OF SUPERVISORS  
AGENDA LETTER

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Submitted on:**  
**(COB Stamp)**

**Department Name:** Community Services  
**Department No.:** 057  
**Agenda Date:** October 7, 2025  
**Placement:** Administrative Agenda  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Director(s): Jesús Armas, Community Services Director  
Contact: Joe Dzvonik, Assistant Director of Housing and Community Development  
Lucille Boss, Housing Programs Manager  
**SUBJECT:** Approval of: Human Services Commission Revised Bylaws

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<sup>DS</sup>  
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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair of the Board of Supervisors to execute the Human Services Commission (HSC) revised bylaws (Attachment A) as recommended; and
- b) Determine that the above recommended actions are not a project subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(5), finding that the actions consist of administrative activities of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

The Santa Barbara County Board of Supervisors (Board) established the Human Services Commission (HSC) in 1977 as a means of complying with Federal statutes and local policies regarding the distribution of Federal, State, and local funds. The HSC is governed by bylaws most recently updated in 2015. Today's recommended actions approve bylaws revised by the HSC.

**Discussion:**

The HSC recommends revisions to the bylaws (Attachments A and B):

- The Board designated the HSC as the body responsible for making recommendations to the Board for expenditures from program funds that no longer exist, or are administered by other departments
- Clarification regarding membership structure and terms
- Flexibility in meeting location
- Detailed committee procedures

**Background:**

The Board established the HSC in 1977 as a means of distributing Federal, State, and local funds, as statutes mandate public hearings and greater community participation in the process of formulating and maintaining a delivery system for nonprofit agencies to render vital human services to persons eligible for such services in Santa Barbara County. The Board created the Human Services Fund from the County General Fund (HSGF), and authorized the Commission to make recommendations to the Board regarding the allocation of this fund. The bylaws governing the HSC were most recently updated in 2015. Since that time, several changes have occurred, warranting revisions to the bylaws. The HSC reviewed and revised the bylaws, presented to the Board for consideration today.

As the Board has indicated it will, during budget deliberations, consider assigning the HSC the role of developing recommendations concerning the Racial Equity Grant, it may be necessary to revise the by-laws to reflect the Board's decision. Accordingly, following the Board's decision, any needed revisions will be presented to the Board for approval.

**Performance Measures:**

N/A

**Contract Renewals:**

N/A

**Fiscal and Facilities Impacts:**

CSD assumes responsibility for the administration of HSC funds in accordance with all local, federal and state requirements governing the use of such funds.

**Fiscal Analysis:**

N/A

**Staffing Impacts:**

N/A

**Special Instructions:**

After Board action, please return the following to Lucille Boss via e-mail at [LBoss@countyofsb.org](mailto:LBoss@countyofsb.org):

1. Executed Bylaws
2. Minute Order

**Attachments:**

**Attachment A** – HSC Bylaws (Revisions Tracked)

**Attachment B** – HSC Bylaws

Page 3 of 3

**Contact Information:**

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Housing Programs Manager  
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