

Attachment A

**SOUTH COAST TASK FORCE ON YOUTH SAFETY
SPONSORS AND HOST AGENCY MEMORANDUM OF UNDERSTANDING**

July 1, 2018 – June 30, 2019

This Memorandum of Understanding, (“MOU”) is entered into by and between the Community Action Commission of Santa Barbara County (hereinafter CAC-Host Agency) and the County of Santa Barbara, City of Santa Barbara, City of Goleta, and City of Carpinteria (hereinafter Sponsors). The term of this MOU shall be from July 1, 2018, through June 30, 2019.

Under the terms of this MOU CAC-Host Agency and “Sponsors,” agree to work cooperatively to further the objectives of the South Coast Task Force on Youth Safety, (“SCTF”) The SCTF includes a Task Force Coordinator, a Task Force Strategy Team, and a Task Force Service Provider Network. **(Appendix A, B, C)**

CAC-HOST AGENCY

CAC-Host Agency agrees to:

- Follow the guiding principles and Vision of SCTF set forth in **Exhibits A and B**, attached hereto;
- Serve as the Fiscal Agent and maintain accounting documents according to standard and acceptable accounting practices and annually report on the sources and uses of funds in compliance with the program budget;
- Hire, employ and provide on-site supervision to the Task Force Coordinator;
- Ensure the Task Force Coordinator fulfills his/her duties and responsibilities as outlined in **Exhibit C**, attached hereto; and
- Provide in-kind financial support as set forth in the program budget. **(Exhibit D)**

SPONSORS

Sponsors agree to:

- Provide funds on a cost share basis as shown in **Exhibit E** subject to the applicable and required budgetary approval process of each sponsor.
- To procure funds, on an annual basis, to secure a five year funding stream, with the City of Santa Barbara serving as the lead agency in this effort.

- o Establish an Executive Committee (City and County Administrators) to review the SCTF program and recommend how to achieve its goals and objectives.

NOTICES

Any notice or consent required or permitted under this MOU shall be given to the respective parties in writing, by personal delivery or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

County of Santa Barbara:	Mona Miyasato, Chief Executive Officer 105 E. Anapamu Street Santa Barbara, CA 93101 Fax # (805) 568-3414
City of Santa Barbara	Paul Casey, City Administrator 735 Anacapa Street, Santa Barbara, CA, 93101, Fax # 805.897.1993
City of Goleta	Michelle Greene, City Manager 130 Cremona Dr. Goleta, CA, 93117 Fax # 805.685.2635
City of Carpinteria	David Durlinger, City Manager 5775 Carpinteria Ave., Carpinteria, CA, 93013, Fax # 805.684.5304
CAC-Host Agency	Patricia Keelean, Executive Director Community Action Commission 5638 Hollister Avenue, Suite 230 Santa Barbara, CA, 93117 Fax # (805) 683-8959

NOTICE OF TERMINATION

Any party may withdraw from participation in the agreement by submitting a notice of termination, with or without cause, upon ninety (90) days prior written notice to the other parties involved. Any notice of termination shall specify the effective date of such termination. Sponsors shall have no obligation to make funding available with regard to the remainder of the term.

INDEPENDENT CONTRACTOR

CAC-Host Agency, its employees, and agents are independent contractors and not employees of any of the Sponsors for any purpose whatsoever. Sponsors do not have an employer-employee relationship and in that regard exercise no control whatsoever of the manner and means by which the CAC as the Host Agency, its employees to include the Task Force Coordinator, and agents accomplish their work.

ASSIGNMENT

None of the parties may transfer or assign this MOU without the written consent of the other parties.

NONDISCRIMINATION

CAC-Host Agency agrees that Sponsors Unlawful Discrimination Ordinances and Codes (Article XIII of Chapter 2 of the Santa Barbara County Code; Santa Barbara Municipal Code § 9.126.020) applies to this MOU and are incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CAC-Host Agency agrees to comply with said ordinances and codes.

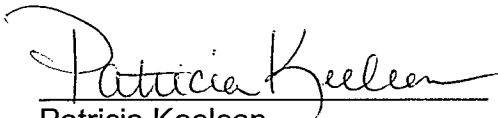
NONAPPROPRIATION OF FUNDS

Notwithstanding any other provision of this MOU, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state, city or county governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this MOU, then Sponsors will notify CAC-Host Agency of such occurrence and Sponsors may terminate or suspend this MOU in whole or in part, with or without a prior notice period. Subsequent to termination of this MOU under this provision, Sponsors shall have no obligation to make funding available with regard to the remainder of the term.

AMENDMENT

This MOU contains the entire agreement of the parties. No additional term or modification may be effected except as provided in writing, signed by the parties to this MOU.

Host Agency:



Patricia Keelean
Executive Director
Community Action Commission of Santa Barbara County

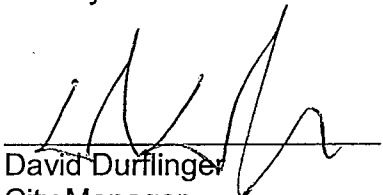
Sponsors:

Paul Casey
City Administrator
City of Santa Barbara

Mona Miyasato
Chief Executive Officer
County of Santa Barbara



Michelle Greene
City Manager
City of Goleta



David Durlinger
City Manager
City of Carpinteria

**South Coast Task Force on Youth Safety
Guiding Principles**

The South Coast Task Force on Youth Safety will:

1. Remain as a leader in the south coast which facilitates coordination, blending of resources, and partnerships by agencies that serve youth in at risk situations.
2. Advocate for and value the importance of a collective community effort.
3. Provide opportunities for parents and youth in at risk situations to provide input.
4. Advocate for a full range of client specific services to youth in at risk situations based on individual needs of youth and their families.
5. Advocate for prevention, intervention, and enforcement services for male and female youth in or at risk of becoming involved in gangs.
6. Advocate for comprehensive prevention and intervention services to youth in at risk situations.
7. Advocate for the needs of male and female youth susceptible to victimization.
8. Advocate for evidence-based and promising programs that can be evaluated for program outcomes.
9. Remain committed to finding solutions to problems affecting today's youth.

**South Coast Task Force on Youth Safety
Our Vision**

- Caseworkers/Outreach Specialists work in every south coast junior high and high school as “front line persons” on gang intervention, suppression and prevention. They work with school counselors on client specific plans. Although Caseworkers/Outreach Specialists have school assignments, they will spend at least 25% of their time after school hours with youth and their family. The Caseworker/Outreach Specialists will connect youth and families with support services and programs directing them away from gangs.
- Services focused on the target population, namely, youth actively involved in gangs, gang affiliates, and youth in at risk of becoming gang members.
- Reduction of youth gang violence and the number of active youth gang members and associates. Objectives will be set and measured to confirm successes or the need to change direction.
- A cooperative partnership of organizations, working as a team, to provide the south coast with prevention, intervention and suppression services in an effort to stamp out youth gangs. Leadership will come from schools, service providers and law enforcement agencies.
- A mechanism for early identification of youth potentially affected by gangs. The schools will take the lead in school based prevention programs.
- Client specific services based on the individual needs of youth and their families. Programs will include a full range of services to assist the youth and his/her family. Independent third parties will conduct program assessments.
- A funding stream to support programs with a track record of success or which satisfy unmet needs. We will build from the work of successful programs that are client driven and created through program coordination and pooling of resources. Independent third parties will conduct program assessments.

**SOUTH COAST TASK FORCE ON YOUTH SAFETY
TASK FORCE COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The position, employed by the Community Action Commission of Santa Barbara County (CAC-Host Agency), serves as the lead staff to the South Coast Task Force on Youth Safety and the Strategy Team. (Appendix A, B)

SUPERVISION

Supervised by the CAC Executive Director, the Task Force Coordinator implements policy decisions of the Strategy Team and Council. The Task Force Coordinator may exercise direct supervision over CAC-Host Agency's professional staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties include, but are not limited to, the following:*

Essential Functions:

1. Responsible for organizing, facilitating, and reporting at Task Force and Strategy Team, and Provider meetings. (4 Task Force meetings, 12 Strategy Team meetings, 6 Service Provider Network meetings)
2. Implement strategies in accordance with the guiding principles of the South Coast Task Force on Youth Safety.
3. Participate in the development of a comprehensive plan eradicating the root causes of youth violence and gang affiliation. Develop and implement an evaluation tool which accurately measures the effectiveness of the plan.
4. Work with a wide range of community groups, service providers, youth and families to decrease youth gang involvement.
5. Promote and facilitate the coordination of youth gang prevention, intervention and suppression among sponsors.
6. Identify gaps in services and programs targeting youth gangs.
7. Monitor youth gang programs to ensure program goals and objectives are being met and recommend program adjustments based on client need.

8. Support the development of grants and proposals to secure public and private funds for youth gang prevention, intervention and suppression programs.
9. Assist the SCTF in procuring and distributing “partnership” and “pilot program” funds to south coast youth gang prevention, intervention and suppression program operators.
10. Develop and disseminate public information promoting the participation of youth gang members in program activities, informing the community on program efforts and needs, and securing necessary program funds, resources, and support.
11. Prepare and present periodic and annual reports to the SCTF with a focus on planned versus actual performance, program results and measurable action plans with goals and objectives for the coming year.
12. Develop and administer the budget.
13. Prepare and present milestone reports.
14. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of youth gang programs, neighborhood services, and social programs.
- Principles of budget preparation and control.
- Development of grants and proposals to secure funds.
- Public relations practices and techniques.
- Office procedures and computer use.
- Principles of business letter writing and professional report preparation.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Supervise, organize, and review the work of professional and technical CAC-Host Agency personnel.
- Select, supervise, train and evaluate CAC-Host Agency staff.
- Interpret and explain City and County policies and procedures.
- Identify resources based on community and neighborhood needs.
- Promote youth gang prevention programs.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise reports.

Exhibit C

- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition necessary for the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing or sitting for extended periods of time*
 - *Operating a motor vehicle*

South Coast Task Force on Youth Safety Budget

	<u>Sponsor Contribution</u>	<u>CAC In-kind</u>	<u>Total</u>
7/1/2018 - 6/30/2019			
Revenues:			
City of Santa Barbara	\$ 67,665		\$ 67,665
City of Carpinteria	\$ 10,063		\$ 10,063
City of Goleta	\$ 22,854		\$ 22,854
Unincorporated County South Coast	\$ 50,303		\$ 50,303
Program Contributions			\$ -
Benefits/Event Revenue			\$ -
Fund Balance from Prior Year	\$ 46,371		\$ 46,371
In-Kind Contribution by CAC		\$ 40,000	\$ 40,000
Total Revenues	\$ 197,256	\$ 40,000	\$ 237,256
Expenses:			
Salaries:			
Task Force Coordinator	\$ 59,065		\$ 59,065
Program Director	\$ 23,800		\$ 23,800
Administrative Office Assist.	\$ 5,028		\$ 5,028
Executive Office Manager		\$ 2,700	\$ 2,700
Executive Director		\$ 9,466	\$ 9,466
Human Resource Director		\$ 6,000	\$ 6,000
Finance Director		\$ 6,400	\$ 6,400
Total Salaries	\$ 87,893	\$ 24,566	\$ 112,459
Fringe Benefits @ 36.5%	\$ 32,081	\$ 8,966	\$ 41,047
Total Salaries & Benefits	\$ 119,974	\$ 33,532	\$ 153,506
Operating Expenses:			
Local Mileage	\$ 2,500	\$ -	\$ 2,500
Out of Town Travel	\$ 5,000		\$ 5,000
Space Rent (375 sq.ft. @ \$1.53)	\$ 4,500	\$ 2,000	\$ 6,500
Equipment Rental (fax, copier)	\$ 500	\$ 400	\$ 900
Equipment Office Supplies (supplies, small office equipment etc.)	\$ 1,700		\$ 1,700
Contractual	\$ 29,000		\$ 29,000
Communication	\$ 500		\$ 500
Office supplies	\$ 1,000	\$ -	\$ 1,000
Liability Insurance	\$ 500	\$ 100	\$ 600
Program Activities	\$ 2,500		\$ 2,500
Program Supplies	\$ 500		\$ 500
Meeting Expenses	\$ 2,000		\$ 2,000
Public Information	\$ 5,000		\$ 5,000
Training	\$ 3,000		\$ 3,000
Recruitment Costs	\$ -		\$ -
Vehicle Oil & Gas	\$ 300		\$ 300
Printing & Postage	\$ 200	\$ 200	\$ 400
Total Operating Expenses	\$ 58,700	\$ 2,700	\$ 61,400
Total Direct Costs	\$ 178,674	\$ 36,232	\$ 214,906
Indirect Cost @ 10.4%	\$ 18,582	\$ 3,768	\$ 22,350
Total Cost	\$ 197,256	\$ 40,000	\$ 237,256
Balance	\$ (0)	\$ (0)	\$ (0)

South Coast Task Force on Youth Safety
 City/County Contribution Formula
 Factor: \$0.74 per resident
 Updated Fiscal Year 2016-2017

Exhibit E

Updated Basis for Cost Share of the South Coast Task Force on Youth Safety

Agency	2016	
	Population	Proposed Share
City of Santa Barbara	91,088	\$ 67,665
City of Carpinteria	13,547	\$ 10,063
City of Goleta:	30,765	\$ 22,854
Unincorporated County South Coast:	67,716	\$ 50,303
TOTALS	203,116	\$ 150,886
Cost Per Resident	\$	0.74
Annual Share from Local Government	\$	150,886
In-kind contribution by CAC:	\$	38,442

Population Report

<http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php>

South Coast Task Force on Youth Safety Members

Organization	Member	Title
County of Santa Barbara	Mona Miyasato	Chief Executive Officer
County of Santa Barbara	Bill Brown	Sheriff
City of Santa Barbara	Paul Casey	City Administrator
City of Goleta	Michelle Greene	City Manager
City of Carpinteria	Dave Durlinger	City Manager
City of Santa Barbara	Pamela Antil	Assistant City Administrator
Gevirtz Graduate School of Education, UCSB	Jill Sharkey	Academic Coordinator
City of Santa Barbara	Lori Luhnnow	Interim Police Chief
County of Santa Barbara	Tanja Heitman	Chief Probation Officer
Santa Barbara County Education Office	Rene Wheeler	Administrator, Juvenile Court and Community Schools
Santa Barbara Unified School District	Cary Matsuoka	Superintendent
Carpinteria Unified School District	Diana Rigby	Superintendent
Goleta Union School District	Donna Lewis	Superintendent
CADA/Fighting Back	Ed Stonefelt	Executive Director
CAC	Patricia Keelean	Executive Director
All for One	Richard Munoz	Executive Director
La Casa de la Raza	Raquel Lopez	Executive Director
Faith Community Representative	Gerardo Menchaca	New Beginnings Church
Faith Community Representative	Pat Hardy	Santa Barbara Quakers
County of Santa Barbara	Amy Krueger	Deputy Director, Dept. of Social Services
Santa Barbara City College	Paloma Arnold	Director of EOPS/CARES
Santa Barbara Foundation Roundtable Appointee	Claudia Armann	Executive Director McCune Foundation
County of Santa Barbara	Janet Wolf	Board of Supervisors
County of Santa Barbara	Joyce Dudley	District Attorney
County of Santa Barbara Superior Court	Arthur Garcia	Presiding Juvenile Judge
Santa Barbara County Education Office	Susan Salcido	Superintendent
City of Carpinteria	Al Clark	Councilmember

City of Carpinteria	Gregg Carty	Councilmember
City of Goleta	Paula Perotte	Mayor
City of Santa Barbara	Cathy Murillo	Mayor
Santa Barbara Board of Education	Wendy Sims-Moten	Board Member
Hispanic Chamber of Commerce	Luis Villegas	Vice President
Santa Barbara Foundation Roundtable Appointee	Jon Clark	Exec. Director Bower Foundation
Community/Family Representative	Christina Lopez	Representative
Youth Representative	Vincent Sheppard	Representative

South Coast Task Force on Youth Safety

Strategy Team 2018

Organization	Members	Title
CAC	Pat Keelean	Executive Director
Carpinteria Unified School District	Barnaby Gloger	Pupil Services Administrator
City of Goleta Sheriff's Department	Dave Valadez	Community Resource Senior Deputy
City of Santa Barbara	Pamela Antil	Assistant City Administrator
City of Santa Barbara Parks and Recreation	Jill Zachary	Parks & Recreation Director
City of Santa Barbara Parks and Recreation	Rich Hanna	Assistant Parks & Recreation Director
City of Santa Barbara Police Department	Charles Katsapis	Investigative Division Youth Services
Community Action Commission	Tracy Lang Wood	Director of Family & Youth Services
Gevirtz Graduate School of Education, UCSB	Jill Sharkey	Academic Coordinator
Goleta Unified School District	Margaret Saleh	Deputy Superintendent
Santa Barbara County Department of Behavioral Wellness	Suzanne Grimmesey	Chief Quality Care and Strategy Officer
Santa Barbara County Department of Social Services	Barbara Finch	Children and Adult Network Director
Santa Barbara County Probation Department	Rose Zamora	Supervising Probation Officer
Santa Barbara County Sheriff's Department	Kevin Huddle	Sheriff Adjutant
Santa Barbara Unified School District	Frann Wageneck	Assistant Superintendent
South Coast Task Force on Youth Safety	Saul Serrano	Task Force Coordinator

SCTFYS Service Provider Network

Organization	Representatives	Title
City of Santa Barbara Parks and Recreation	Rircardo Venegas	Neighborhood & Outreach Services Coordinator
Community Action Commission	Denise Mendez	Cal PREP Health Educator
County of Santa Barbara	Erin Cross	Senior Probation Officer
CADA	Ed Cue	Director Community Outreach
Youth Interactive	Nathalie Gensac	Executive Director
City of Santa Barbara Police Department	Adrian Gutierrez	Beat Officer
Alternatives to Violence	Pat Hardy or JP Herrada	Coordinator/Trainer
Santa Barbara Unified School District	Ali Cortes	Principal La Cuesta
Community Action Commission	Christian Jaimes	Cal GRIP/Las Comadres Case Manager
Life in Focus Education	Gerardo Menchaca	Director
Freedom 4 Youth	Billi Jo Starr	Director
City of Santa Barbara Police Department	Bryan Kerr	PAL Officer
Raquel Lopez	Raquel Lopez	Executive Director
All for One	Richard Munoz	Executive Director
Santa Barbara Restorative Network	Lizzie Rodriguez	Executive Director
South Coast Task Force on Youth Safety	Saul Serrano	Task Force Coordinator
County of Santa Barbara Workforce Investment Board	Julia Smedley	Career Employment Specialist Sr.
Cal-SOAP	Jennifer Lopez Vincente Dodero	Tutor Coordinators