



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

Department Name: CEO
Department No.: 012
For Agenda Of: August 28, 2018
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Director(s) Contact Info: Mona Miyasato, County Executive Officer
Matt Pontes, Assistant CEO

SUBJECT: One-time funds for a Community Outreach Liaison in the Office of Emergency Management

County Counsel Concurrence

As to form: N/A

Other Concurrence: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) Appropriate \$70,000 in one-time funds from the Committed Contingencies fund balance for a Community Outreach Liaison in the Office of Emergency Management through June 30, 2019; and
- b) Approve budget revision request No. 0005961 (Attachment A) increasing appropriations in the County Executive Office, funded by the release of Committed Contingencies fund balance; and
- c) Determine that the above actions are government fiscal activities or funding mechanisms that do not involve any commitment to any specific project that may result in potential physical impacts on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

Summary Text:

With the multiple disasters impacting our communities over the last year, and desire for additional community communication and outreach, a Supervisor requested that the County Executive Office evaluate the need for a community outreach and liaison position in the Office of Emergency

Management with focus on community communication, resident liaison activities, and outreach campaigns, in English and Spanish, to assist with emergency preparedness and recovery efforts.

These types of community ombudsperson and liaison functions are currently handled by various staff in the Office of Emergency Management, County Executive Office, Board of Supervisors, and by non-profit staff assisting at the Montecito Center for Preparedness, Recovery, and Rebuilding. At the end of August, the Montecito Center will close; however, there will still be a great need for community outreach services.

This Board letter requests that a position be funded with one-time funds not to exceed \$70,000 through the end of the fiscal year (June 30, 2019) in the Office of Emergency Management to assist with the activities described above. Staff, in consult with HR, recommend the position be filled with an extra help Public Information Specialist. Staff will continue to examine the need and activities required of the position and should a permanent position be warranted, a request will be made with next year's annual budget. Since the activities of the position are not solely related to the 1/9 Debris flow disaster, the funding source requested is the Board's Committed Contingencies fund balance.

Background:

Following the Thomas Fire and 1/9 Debris flow, the County Executive Office created a Disaster Recovery operation, led by Assistant CEO Matt Pontes. As part of the operation, former First Five Director Ben Romo joined the Office of Emergency Management (through December 2018) to assist in community recovery activities, including managing the Montecito Center for Preparedness, Recovery and Rebuilding. To help with community outreach, the United Way of Santa Barbara County agreed to use donated funds to employ two staff members for use at the Montecito Center. These two individuals, along with First District Staff, county staff, and other non-profit partners provided needed support to the residents of Montecito by aligning community members with appropriate disaster recovery functions, answering questions and providing assistance related to insurance, helping interpret FEMA flood maps, and generally providing ombudsperson support. These individuals also assisted in coordinating, setting up and staffing the Local Assistance Center (LAC), which had opened for 6 days to assist victims of the Holiday Fire in early July.

As the Montecito Center closes, Mr. Romo is being officially transferred to the Office of Emergency Management from the First Five department, and will continue disaster recovery work at the EOC through the end of the calendar year. His job duties, however, are related to transitioning Montecito Center Recovery projects such as providing liaison services to private property owners. He is not focused on larger community disaster liaison activities. A dedicated community outreach liaison for emergency preparedness can continue to provide a critical role in assisting community members with recovery information, promoting and increasing community outreach on preparedness, and overall communication efforts from the Office of Emergency Management. With limited regrowth of vegetation, our communities are still at risk for debris flows and flooding and repeated community evacuations may be necessary.

The tasks of the Emergency Community Liaison may include the following:

- Assist with media and outreach campaigns on emergency preparedness and other public information needs in conjunction with the County Communications Manager/PIO.

- Work with community organizations (including the United Way, the Santa Barbara Foundation, and VOAD member agencies like Unity Shop) to expand opportunities for Aware and Prepare and other emergency preparedness programs.
- Assist with opening and staffing the Joint Information Center and/or call center during an emergency and assist with opening the Local Assistance Center with participating agencies during recovery operations,.
- Work with first responder agencies to provide help and information to community members during and after an emergency.
- Work to reinforce the Disaster Service Worker Volunteer Program and EOC staffing.
- Act as an ombudsperson for emergency efforts, troubleshoot issues, and serve as a point of contact between community members and county departments as required.
- Assist in keeping the ReadySBC.org website updated.
- Assist with authoring regular updates on the recovery progress.
- Other duties as generally outlined in the Public Information Specialist job class description as required (Attachment B).

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
990	\$ 70,000.00		
Total	\$ 70,000.00	\$ -	\$ -

Narrative:

It is recommended that the Board appropriate \$70,000 in one-time funds from the Board’s Committed Contingencies fund balance to fund the Community Outreach Liaison position.

Attachments:

- A. BJE #0005961
- B. Public Information Specialist Job Class Description

Authored by: Mona Miyasato, CEO