



**VENTURA COUNCIL
OF GOVERNMENTS**

AGENDA
VENTURA COUNCIL OF GOVERNMENTS
SPECIAL ADMINISTRATIVE COMMITTEE
(ZOOM Conference Call)
Friday, September 4, 2020, 10:00 a.m.
VIA ZOOM

AGENDA REPORTS AND OTHER DISCLOSABLE PUBLIC RECORDS RELATED TO OPEN SESSION AGENDA ITEMS ARE AVAILABLE ON THE VCOG WEBSITE UNDER AGENDA AND MINUTES AT WWW.VENTURACOG.ORG AND AT THE PRINCIPAL VCOG BUSINESS OFFICE LOCATED AT 33 EAST HIGH STREET, SUITE 200, MOORPARK, CALIFORNIA BY APPOINTMENT [(805) 217-9448] DURING REGULAR BUSINESS HOURS, MONDAY THROUGH FRIDAY, 9:00 A.M. TO 4:00 P.M

1. Call to Order
2. Public Statements
3. Adoption of July 23, 2020 Committee Meeting Summary *(Attached)*
4. Executive Director's Report
 - Financial Report *(Attached)*
 - VCOG Contractor Procurement Policy *(Attached)*
5. CLU Proposal – V.C. Family Justice Center *(Attached)*
6. REAP Partnership Project List- REVISED - *(Attached)*
7. Proposed Budget Amendment to Council on September 10 *(Attached)*

INCOME:

- CLU Grant- Appropriation - \$8,000
- REAP Project Funds – Anticipated multi-year SCAG Grant - \$ 432,000.
- REAP Project Funds – Projected remainder of FY 20/21 - \$ 178,255
- 2020 Annual Dinner Sponsor Funds Reserved for 2021 Annual Dinner

EXPENSE:

- REAP FY 20-21 Staffing Contract & Project Costs - \$178,255
- 2020 Annual Dinner Cancellation- (\$12,000)

8. Independent Contractor Agreement for Housing Programs Specialist for REAP *(Attached)*

Adjournment

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file with the VCOG Executive Director and are available for public inspection. If you have any questions regarding any agenda item, contact the Executive Director at (805) 217-9448.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director. Notification 48 hours before the meeting will allow VCOG to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35, 102-35. 104 ADA Title II).

**VCOG ADMINISTRATIVE
COMMITTEE
July 23, 2020
CONFERENCE CALL-
33 E. High St., Ste. 200, Moorpark, CA
93021
Meeting Summary**

ITEM 3

1. Call to Order - 2:03 p.m.

Members On Zoom Call: Chair Parvin, Chair-elect Crosswhite, Immediate Past Chair Adam, At-Large Member Holmgren. Staff on Call: Executive Director Riley; Mina Layba Legislative Affairs Manager, City of Thousand Oaks; Bryan Chong, Assistant to the City Manager, City of Moorpark; Roger Pichardo, Sr. Management Analyst, City of Camarillo.

Guests: Dr. Chris Williamson, AICP, Consultant

2. Public Statements – There were no members of the public.

3. June 25, 2020 Meeting Summary - The meeting Summary of the June 25, 2020 Committee Meeting was approved with clerical corrections.

4. Executive Director's Report –

- **Financial Report-** The Financial Report was presented by Riley. Riley advised that there had been no significant changes to the Financial Reports since the Committee Meeting on June 25. Riley also advised the Committee that he had hired a new accountant (Caroline Carter) to replace Lynne Heuel who is stepping down as our bookkeeper.
- **Cancellation of Annual Dinner** – In view of the changing COVID-19 restrictions regarding indoor dining, a MOTION was made by Member Adam to cancel the 2020 Annual Dinner scheduled for September 24. The motion was SECONDED by Chair Parvin and carried without opposition.

5. VCOG Strategic Plan Update – The committee reviewed a 2nd Draft of the Plan including comments received from committee members since the June 25 Committee discussion. Several committee members provided additional changes and a number of items were questioned and clarified. The committee agreed to provide additional comments by e-mail to Riley in the coming weeks. After some additional discussion, Riley recommended that this Item be continued to the Committee Meeting on October 15, 2020. Riley will continue to work with staff and committee members in the next few months to finalize a plan that can be presented to the Full Council in January 2021.

6. REAP Sub-Regional Partnership –

The committee and staff discussed ideas for possible projects that VCOG can submit to SCAG after obtaining input from member city and county staffs. Input from SCAG's Housing Programs Manager, Ma'Ayn Johnson was also provided. Riley has already made contact with the Ventura County City/County Manager's Group and the Ventura County City Planners Association informing them of the funding opportunity. The initial survey response to SCAG is due early in July with the objective of finalizing approved projects by September.

A MOTION was made by Member Adam that VCOG pursue the REAP Funding available from SCAG and the Admin Committee will come up with the project proposals. The Motion was SECONDED by Member Kildee and passed unanimously.

7. Establish Agenda for November Council Meeting – At the May 28 2020 Committee Meeting, Member Crosswhite had suggested a collaborative project with CLU to evaluate the effectiveness of the newly established Ventura County Family Justice Center. Riley has contacted Dr. Molly George about a potential project with grant funds provided by VCOG. Dr. George was very receptive and had been planning such a research project for some time. With the modified VCOG Meeting Schedule, the full Council will not meet again until November 12 unless a special meeting is called earlier. It was suggested that a well-balanced, action-packed agenda could include a proposal presentation from CLU and finalizing project selections for REAP Funding.

Other topics considered were:

- COVID-19- Where we are now- County Health Department- Dr. Levin
- Law Enforcement Update- Bill Ayub, County Sheriff
- Emergency Funding Opportunities for Homeless Services- County Cof C, Tara Carruth

Riley suggested the Committee should plan to finalize the meeting plans including the Annual Dinner now planned for September 24 for the remainder of the year at their July 23 Committee Meeting.

Member Crosswhite asked Riley to check with VCOG's Insurance Carrier (Alliance) about coverage for a dinner meeting event considering the COVID-19 Social Distancing Requirements that may still come into play.

Adjournment – The Conference Call Concluded and the meeting adjourned at 3:34 p.m.

Next Meeting – September 3, 2020 at 2:00 PM.



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 4a

MEMORANDUM

TO: Administrative Committee
FROM: Hugh R. Riley, Executive Director
SUBJECT: Financial Report
DATE: September 4, 2020

Recommendation:

Receive and file Financial Report for Period ending August 28, 2020

Discussion:

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period to August 28, 2020

Investments:

The objectives of VCOG's adopted Investment Policy are safety, liquidity, and yield, with the foremost objective being safety. Prudence, ethics, and delegation of authority are the Policy's applied standards of care. Below is a summary of VCOG's investments that comply with the VCOG Investment Policy:

Institution	Investment Type	Maturity Date	Interest-FY to Date- 7/31/20	Rate	Balance
Bank of A	Maximizer 2635	N/A	\$.40	0.03%*	\$47,082.75
Bank of A	CD-91000164558339	7/8/21	\$.48**	0.05%	\$20,332.30

* Variable

** Earned but not paid-(Note: Available interest rate for bank certificates of deposit dropped to 0.05%).

The current balance in the VCOG Operating Fund is \$108,456.94.

ATTACHMENTS: Balance Sheet – As of August 28, 2020
Profit and Loss – July 1, 2020 to August 28, 2020
Budget vs. Actual - July 1, 2020 to August 28, 2020

Ventura Council of Governments

BALANCE SHEET

As of August 28, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BofA - 5797	-5,790.60
BofA - 9045	108,456.94
BofA CD - 8339	20,331.60
BofA MM - 1346	0.39
BofA MM - 2635	47,082.75
Wells Fargo	0.00
Wells Fargo - 3905	0.00
Wells Fargo - 4715	0.00
Total Bank Accounts	\$170,081.08
Accounts Receivable	
Accounts Receivable (A/R)	1,916.00
Total Accounts Receivable	\$1,916.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$171,997.08
Other Assets	
Fraud	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$171,997.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	-8,099.03
Total Accounts Payable	\$ -8,099.03
Other Current Liabilities	
Payroll Liabilities	-1.04
Total Other Current Liabilities	\$ -1.04
Total Current Liabilities	\$ -8,100.07
Long-Term Liabilities	
Unearned income	6,000.00
Total Long-Term Liabilities	\$6,000.00
Total Liabilities	\$ -2,100.07
Equity	
Opening Balance Equity	111,292.08
Unrestricted Net Assets	3,564.54
Net Income	59,240.53
Total Equity	\$174,097.15
TOTAL LIABILITIES AND EQUITY	\$171,997.08

Ventura Council of Governments

PROFIT AND LOSS

July 1 - August 28, 2020

	TOTAL
Income	
Dues Assessments	64,992.00
Other Types of Income	
Bank Interest	31.18
Total Other Types of Income	31.18
Total Income	\$65,023.18
GROSS PROFIT	\$65,023.18
Expenses	
Contract Services	
Accounting Fees	130.00
Executive Administration	4,812.50
Total Contract Services	4,942.50
Operations	
Advertising	29.38
Website	755.00
Total Operations	784.38
Travel and Meetings	
Meals	55.77
Total Travel and Meetings	55.77
Total Expenses	\$5,782.65
NET OPERATING INCOME	\$59,240.53
NET INCOME	\$59,240.53

Ventura Council of Governments

BUDGET VS. ACTUALS: VCOG ANNUAL BUDGET 7/1/20 - 6/30/21 - FY21 P&L

July 2020 - June 2021


	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Annual Dinner Sponsorship		12,000.00	12,000.00
Annual Dinner Tickets		500.00	500.00
Dues Assessments	64,992.00	64,992.00	0.00
Investments			
Interest-Savings, Short-term CD		450.00	450.00
Total Investments		450.00	450.00
Total Income	\$64,992.00	\$77,942.00	\$12,950.00
GROSS PROFIT	\$64,992.00	\$77,942.00	\$12,950.00
Expenses			
Contract Services			
Accounting Fees	130.00	2,550.00	2,420.00
Audit		5,250.00	5,250.00
Executive Administration	4,812.50	45,000.00	40,187.50
Legal Fees		100.00	100.00
Total Contract Services	4,942.50	52,900.00	47,957.50
Operations			
Printing and Copying		1,000.00	1,000.00
Supplies		400.00	400.00
Website	755.00	1,000.00	245.00
Total Operations	755.00	2,400.00	1,645.00
Other Types of Expenses			
Insurance - Liability, D and O		1,800.00	1,800.00
Total Other Types of Expenses		1,800.00	1,800.00
Travel and Meetings			
Annual Dinner		15,000.00	15,000.00
Conference and Meetings		4,842.00	4,842.00
Travel		1,000.00	1,000.00
Total Travel and Meetings		20,842.00	20,842.00
Total Expenses	\$5,697.50	\$77,942.00	\$72,244.50
NET OPERATING INCOME	\$59,294.50	\$0.00	\$ -59,294.50
NET INCOME	\$59,294.50	\$0.00	\$ -59,294.50



ITEM 4b.

MEMORANDUM

TO: Administrative Committee

FROM: Hugh R. Riley, Executive Director 

SUBJECT: VCOG Contractor Procurement Policy for the Regional Early Action Planning (REAP) Grant

DATE: September 4, 2020

Recommendation:

Review proposed VCOG Contractor Procurement Policy that would only apply to implementation of the Southern California Association of Governments (SCAG) approved REAP grant contract and its projects and tasks, and forward recommendation to full VCOG Council on September 10, 2020

Discussion:

Heretofore, VCOG has not had a formal procurement policy. Such a policy has not been necessary because of the level of purchasing activity within VCOG's operations. Past practice for contract procurement involved staff release of a Request for Proposals (RFP) with a resulting proposal and contract recommendation presented for Council approval.

The opportunity to obtain grant funding for various projects and programs, in particular, the Regional Early Action Program (REAP), will significantly increase the need for contractor services. The REAP grant programs are very time sensitive to the statutory adoption of 2021-2029 Housing Elements by VCOG member jurisdictions. Limited staff and the lack of monthly meetings of the governing body presents a need to provide VCOG Staff with the direction and authority to execute contracts for REAP project services as needed from time to time with dollar amount limitations and the requirement that the VCOG Council ultimately be advised of all contract procurement transactions.

VCOG Resolution No. 2020-4 adopts a Contractor Procurement Policy for the REAP Projects applicable to the expenditure of grant funds provided by REAP. The Policy provides the Executive Director the authority to issue contracts for services for amounts not to exceed \$25,000 without a requirement for competitive bidding so long as the Executive Director confirms that the fee and/or rates are within the customary price range. For amounts over \$25,000, the Executive Director may issue a RFP or may seek three bids by e-mail at his discretion.

All contracts and terms will be reported to the VCOG Board as a consent ratification at the next regular Council Meeting.

SCAG may require that VCOG agree to an "Umbrella" Memorandum of Understanding (MOU) regarding invoices, billing, backup documentation, and use of additional contractors other than the Housing Programs Specialist. The proposed resolution gives the Executive Director the authority to execute a "REAP Grant Umbrella" MOU with SCAG which would be reported to the VCOG Board as a consent ratification at the next regular Council Meeting.

ATTACHMENTS: VCOG Resolution No. 2020-4

ATTACHMENT

VENTURA COUNCIL OF GOVERNMENTS RESOLUTION NO. 2020-04

A RESOLUTION OF THE GOVERNING BODY OF THE VENTURA COUNCIL OF GOVERNMENTS ADOPTING THE VCOG CONTRACTOR PROCUREMENT POLICY FOR THE REGIONAL EARLY ACTION PLANNING (REAP) GRANT

BE IT RESOLVED by the Governing Body of the Ventura Council of Governments as follows:

SECTION 1: The VCOG Governing Body finds it necessary and appropriate to adopt a policy governing the procurement of contract services for the **REGIONAL EARLY ACTION PLANNING (REAP) GRANT** projects and programs within specified guidelines.

SECTION 2: The Governing Body agrees that:

- A. The VCOG Executive Director shall have the direction and authority to issue Requests for Proposals (RFPs) for REAP contract services as necessary.
- B. The VCOG Executive Director shall have the direction and authority to issue and execute REAP agreements for contract services in amounts not to exceed \$25,000.
- C. The VCOG Executive Director shall have the discretion to either seek three bids by e-mail or issue a RFP for REAP subcontract amounts in excess of \$25,000 and shall retain evidence of the bids and/or responses to the RFP.
- D. The VCOG Executive Director is not obligated to choose the lowest bid and shall report the reason for selecting a contractor as part of a consent item report to the Board on SCAG REAP activities at each Board meeting.
- E. Contracts shall obligate VCOG only to funds available from the REAP grants.
- F. All contracts shall include general provisions contained in VCOG Standard Agreements for Independent Contractor Services.
- G. All contracts shall conform to VCOG Fiscal Policies and laws of the State of California.
- H. The Executive Director shall report all contracts issued under this policy to the VCOG Council at the next available regular meeting of the governing body.

SECTION 3: The Governing Body hereby amends Section 1.3 (f) of the Independent Contractor Agreement For Executive Director Services dated May 14, 2020 to authorize the issuance of contracts in conformance with this policy.

PASSED AND ADOPTED this 10th day of September 2020.

Janice Parvin, Chair

Attest:


Hugh Riley, Executive Director



**VENTURA COUNCIL
OF GOVERNMENTS**

ITEM 5

MEMORANDUM

TO: Administrative Committee
FROM: Hugh Riley, Executive Director 
SUBJECT: CLU Proposal – V.C. Family Justice Center Evaluation Study
DATE: September 4, 2020

Recommendation:

Review Proposal for an \$8,000 VCOG Community Benefit Research Grant from CLU, Department of Criminology and Criminal Justice for Evaluation Study of Ventura County Family Justice Center (VCFJC) and make recommendation to Full on September 10, 2020.

Discussion:

The VCFJC provides invaluable services and support to the most vulnerable members of Ventura County's population who have been victims of family violence, sexual assault, and human trafficking. In the wake of the Covid-19 Pandemic, the need for such services are expected to increase dramatically.

The goal of the Research Study is to provide rigorous, objective assessment of victim's needs and the VCFJC's capacity to provide the necessary assistance and referral to additional resources. Hopefully, the ultimate result will be to use the data developed for crucial problem analysis and needs assessment to create evidence-based policies, programs and practices for VCFJC, as well as a demonstration of worthiness of the VCFJC to receive other state and federal assistance.

The attached proposal provides the evaluation plan, research team, budget, and timeline. Dr. Molly George, Associate Professor, Criminology & Criminal Justice, California Lutheran University, will be available to the Committee to discuss the proposal and answer questions.

ATTACHMENT: CLU Proposal

ATTACHMENT 1

August 11, 2020

Mr. Hugh Riley, Executive Director
Ventura Council of Governments
33 East High Street, Suite 200
Moorpark, CA 93021

Dear Mr. Riley and the Board of Directors:

Thank you for the opportunity to be considered for support by the Ventura Council of Governments (VCOG). As described in our proposal, my research team and I are planning to conduct an evaluation study of the Ventura County Family Justice Center (VCFJC). As you are already aware, the VCFJC provides invaluable services and support to the most vulnerable members of our county who have been victims of family violence, sexual assault, and human trafficking. In the wake of the coronavirus pandemic, the need for such services are expected to increase. Our goal is to provide rigorous, objective assessment of victims' needs and the VCFJC's capacity to provide the necessary help. The director of the VCFJC, Mike Jump, is enthusiastic about our project and we are eager to begin.

Our research team is requesting \$8,000 to support our evaluation study. A contribution from VCOG would provide us with the jumpstart we need to carry out our research. We greatly appreciate the council's strong track record of supporting academic-community partnerships. Our collaboration will create an opportunity to use data for crucial problem analysis and needs assessment. The ultimate goal is to use this knowledge in order to create evidence-based policies, programs, and practices for VCFJC, as well as for the benefit of all members of Ventura County.

A description of our evaluation plan, research team, budget and timeline is attached. Please reach out if I can provide additional information or answer any questions you may have. Thank you again for considering our proposal.

Best regards,

Molly George

Molly George
Associate Professor
Criminology & Criminal Justice
California Lutheran University

California Lutheran
UNIVERSITY

When Home is Not A Safe Haven:

Acute Needs Assessment of the Ventura County Family Justice Center in the time of COVID-19

Grant Proposal: Ventura Council of Governments (VCOG)

Principal Investigator: Dr. Molly George, Department of Criminology & Criminal Justice

Background

Survivors of family violence,¹ sexual assault and human trafficking have complex needs that often must be addressed by various different criminal justice and social service agencies. The Family Justice Center (FJC) model, therefore, emerged as a way to more effectively assist such survivors by offering wraparound services from multidisciplinary helping agencies in one location.² The Department of Justice has identified FJCs as a “best practice” in the field of domestic violence intervention and prevention services.³

Based on this model, the District Attorney’s office opened the Ventura County Family Justice Center (VCFJC) in January of 2020 to centralize the various services needed by the most vulnerable members of Ventura County. The VCFJC’s first objective is to help survivors of family violence, sexual assault and human trafficking access the legal, medical, psychological and social support they need by consolidating the services in a one-stop service center. With a single intake process, the VCFJC can help survivors make a police report, file an order of protection, receive counseling, and get emergency assistance with food, clothing, or housing. This process not only helps to make difficult systems less daunting to navigate, but aims to increase the safety of victims and to hold offenders accountable. Ultimately, the goals of the VCFJC also include helping to reduce and prevent violence that persists across generations, has

¹ “Family violence” is used to refer to domestic violence, as well as child/elder/dependent adult abuse.

² Gwinn, C., & Strack, G., 2010.

³ Department of Justice, Office on Violence Against Women, 2007.

overwhelmed our criminal justice and social service systems, and negatively impacts Ventura County in myriad ways. In under a year, the VCFJC has served thousands of victims. The staff has provided clients with information and services in a victim-centered, trauma-informed, and culturally inclusive manner to aid in their safety and recovery. Fortunately, the VCFJC has also remained open during the COVID-19 crisis to provide support to anyone in need.

An Impending Public Health Crisis

Emerging research indicates that the novel coronavirus (COVID-19) has the potential to create a secondary public health crisis of family and interpersonal violence. Social distancing, enforced through shelter-in-place and stay-at-home orders, creates a perfect storm that isolates victims and empowers abusers. There has been a documented increase in the calls for service related to domestic violence nationally.⁴ Children are at elevated risk for neglect, as well as physical, emotional, sexual, and domestic abuse in homes where this was not the case before, and expected to worsen in households where it existed.⁵ Crimes against the elderly and dependent adults may also rise, while remaining hidden, due to isolation and family stress.

Sexual violence is also anticipated to intensify. For example, during the COVID-19 crisis, a record number of people (60,437) nationwide sought services from the Rape, Abuse, and Incest National Network (RAINN) in a two-month period, which was an 18% increase from the same time last year and the highest number in RAINN's 26th-year history.⁶ Further, the social and economic disruptions of COVID-19 pandemic will exacerbate human trafficking and contribute to a rise in the the physical and sexual exploitation of migrants and minors in particular.⁷

⁴ See Leslie & Wilson, 2020 and Piquero et al., 2020.

⁵ National Society for the Prevention of Cruelty to Children, 2020 cited in Usher et al., 2020.

⁶ RAINN, 2020.

⁷ Giammarinaro, 2020.

Is Ventura County, and the VCFJC, Prepared to Meet Increased Need?

When social restrictions due to COVID-19 start to lift, the number of survivors who will be seeking services will likely surge when victims have the privacy and ability to seek help. This follows research that suggests that a surge in family violence can be delayed.⁸ Based on studies of how pandemics, and other large-scale traumatic events affect behavioral patterns suggest that aggression, substance use, potential violence, and illegal behavior are most likely to occur between three to six months after the initial outbreak.⁹

Social service agencies, medical staff, law enforcement, and prosecutors must prepare for a deluge of victims needing short- and long-term support from interpersonal victimization. The potential impact on Ventura County without adequate preparation could be staggering. Family Justice Centers (FJCs), such as the VCFJC, have the opportunity to serve as a tourniquet for this public health crisis, and perhaps limit the severity of consequences to the community through their use of a streamlined approach for providing help to victims.

Research Objectives: Evaluating the Needs of Victims and Support at the VCFJC

Evaluation is necessary to assess victims' needs and to ensure the VCFJC has the staff, resources and capacity to continue meeting the urgent and chronic needs of victims in the community. Our goal is to assess the victims' experiences, as well as the program's services, to measure what victims require, whether services are being implemented as intended, what challenges exist, and what changes may be needed. We will use a multi-methodological approach in our evaluation by drawing secondary data analysis and survey research. The table below illustrates our evaluation objectives, research questions and data collection sources.

⁸ Gonzalez et. al., 2020.

⁹ Mauseth et al., 2020.

Evaluation Domain	Research Questions	Data Collection Sources
Client level	What reasons do victims seek services at the VCFJC? Types and # of services received?	> Secondary data analysis of VCFJC records & > Surveys with Victims
	How has the COVID-19 pandemic affected clients' victimization and ability to seek support?	
	Clients' overall experiences with the VCFJC?	
	How have clients' situations, safety, and well being been affected by participation in VCFJC services?	
	How is the COVID-19 pandemic affecting victims' lives in the short-term and long-term?	
Program Level	Demographics of clients served? Number and type of services provided?	> Secondary data analysis of VCFJC records & > Surveys of VCFJC Staff and Agency partners
	Experiences/perceptions of VCFJC staff regarding program operations?	
	Collaboration & data sharing between agencies? What works well and what challenges exist?	
	Staff's perceptions of the effectiveness of services?	
	How has COVID-19 affected the short-term and long-term needs/operations of the VCFJC?	
Criminal Justice Outcomes	How many clients reported their case to police? # of protective orders filed?	> Secondary data analysis of VCFJC records and Criminal Justice data
	How many cases resulted in arrest? Referred for prosecution? Number of cases prosecuted?	
	How many clients/victims participate in their cases vs do not participate or recant?	
	How many cases were resolved by sentencing? How many cases were dismissed?	
	Was there a significant difference in cases that occurred after the COVID-19 pandemic?	
Community Level	Number of DV-related calls for service in the county? # of DV-related homicides in the county?	> Secondary data analysis of Criminal Justice and Community data
	Number of child/elderly/dependent adult abuse cases reported in the county?	
	Number of sexual assault cases reported in the county?	
	Number of human trafficking cases reported in the county?	
	How did the COVID-19 pandemic affect Ventura County's infrastructure?	

Research Team:

Our research team consists of two professors from Cal Lutheran: Dr. Molly George and Dr. Jamshid Damooei, both of whom have experience working on community-based projects in Ventura County. In addition, Dr. Leslie Abell, a professor of Sociology from California State University Channel Islands will lend her expertise in crime and skills in statistics to the evaluation study. We are hopeful that this cross-campus collaboration will allow us to leverage our institutional resources and support for a common project in our community. Finally, we have an experienced undergraduate from Cal Lutheran, Bailey Hendrix, who has been serving as a research assistant to Dr. George, and she is prepared to fill the role of project coordinator to help the research team carry out data collection and analysis.

Project Timeline:

Our analysis will span multiple domains: the micro-level (the client), meso-level (the program and criminal justice outcomes) and macro-level (the community). We are also interested in longitudinal data, so the study will take approximately a year to complete.

Fall of 2020: Preparation and Data Collection

- **September:** Draft bilingual survey instruments in Qualtrics
- **October:** Obtain IRB Human Ethics Clearance from CLU
- **November:** Pretest instruments
- **December:** Compile database of secondary crime and VCFJC data

Spring 2021: Data Analysis and Preliminary Findings

- **January-February:** Collect Primary Survey Data
- **March-April:** Data Organization and Analysis
- **May:** Provide VCOG & VCFJC with a presentation based on our preliminary findings

Summer 2021: Report and Dissemination

- **June-July:** Create report based on our findings to share with VCOG and VCFJC
- **August:** Present report in town hall meetings and academic conferences

Budget

Principal Investigator Stipend	\$2,000
Co-Investigator Stipend	\$1,500
Co-Investigator Stipend	\$1,500
Project Coordinator	\$1,500
Research Dissemination Costs	\$500
Incentives for Respondents	\$1,000
Total:	\$8,000

Anticipated Outcomes and Next Steps


Concrete products from our research will include an evaluation report, presentations, and academic papers to disseminate our findings and suggest best practices/recommendations to local stakeholders. We aim to contribute to conversations between our universities, local law enforcement, social service & agencies, and government agencies.

The VCFJC was developed as a public safety and public health initiative to coordinate support for victims of family violence, sexual assault, and human trafficking in Ventura County. There was no way of knowing that a global pandemic would significantly increase the need for such services in 2020 and beyond. Like the novel coronavirus itself, which has differentially impacted the most disadvantaged, social distancing precautions are most likely to harm under-resourced populations, including the poor, communities of color, women, LGBTQ individuals, immigrants, and children. How will Ventura County respond? Our evaluation study will provide crucial information from an empirical perspective about the process and outcomes of the VCFJC, over time and in the immediate future. Our goal is to help improve the VCFJC's coordinated responses and to further develop collaborative, integrated, and comprehensive victim services across Ventura County.



MEMORANDUM

TO: Administrative Committee

FROM: Hugh Riley, Executive Director 

BY: Chris Williamson, PhD., AICP

SUBJECT: Regional Early Action Program (REAP) Partnership Project List-
REVISED

DATE: September 4, 2020

RECOMMENDATION:

Review Proposed REAP Projects, Budget and Time Schedule and recommend approval to VCOG Council on September 10, 2020.

DISCUSSION:

HCD, SCAG, \$432,000 REAP Grant, and the 2021-2029 Housing Element Schedule

On February 27, 2020, the California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for approximately \$118,750,000 for the Regional Early Action Planning Grant Program (REAP) that is a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019). The principal goal of REAP is to provide funding to councils of governments for the preparation, adoption, and implementation of plans and processes that accelerate housing production and facilitate compliance in implementing the sixth cycle of the regional housing needs allocation (RHNA) for their respective jurisdictions.

REAP funding for Southern California is being allocated and managed by the Southern California Association of Governments (SCAG) on a population formula basis. Ventura County will receive up to \$432,000 for SCAG-approved projects and programs. VCOG will contract with SCAG for reimbursements with all projects to be completed by June 30, 2023. Advance funding (Phase 1 due ASAP after September 17, 2020) not to exceed \$200,000 per subregion, is available. Phase 1 applications need to prioritize the Tasks as projects will be funded depending on available funds from SCAG.

The SCAG Regional Council is scheduled to finalize REAP grant criteria at its meeting of September 3, 2020, REAP projects are due to SCAG staff no later than September 17, 2020, and the VCOG-SCAG contract and notice to proceed would take up two or more additional months. Actual REAP project work would not likely begin until November reducing the actual project work period to about 2.5 years.

The SCAG REAP Guidelines emphasize three priority tasks:

1. Housing Element update preparation
2. Temporary staffing for housing element update and related activities
3. ADU's related to housing elements

Although the SCAG and HCD grant guidelines require a deliverable product, interim deliverables can include meeting notes and communication logs. Final deliverables for temporary staffing would be the eligible planning document or component of a planning document that the temporary staffing would be working on. The housing element itself can qualify as the planning document and activities relating to its implementation, such as follow-up re-zonings, or ordinance adoption in 2022 and 2023 qualify as well. These plans do not necessarily build housing, but they "create an environment where housing production can occur."

There is no specific requirement that all jurisdictions (COG Member Representatives) in a subregion participate in the REAP projects or in some mandatory 'fair share' allocation method. If a jurisdiction opts out of REAP completely, SCAG may proportionally reduce VCOG's REAP grant by the RHNA allocation. VCOG may submit the REAP grant application by majority vote. SCAG cannot directly send a proportional REAP grant to a jurisdiction.

2021-2029 Housing Element

By November 2020, VCOG jurisdictions should be identifying housing element sites and preparing early drafts of their respective 2021-2029 Housing Elements due for local adoption no later than October 2021. This schedule limits, to some extent, the role and assistance that VCOG can provide to the ten cities and Ventura County as each city and the County will likely have retained a housing element consultant and/or have started with their own staff.

Preparation of required content within the 2021-2029 Housing Element ("6th Cycle") presents a range of challenges. The 2021-2029 RHNA allocations are shown below compared to the previous RHNA. Four cities have a reduced RHNA, three have a relatively small RHNA increase, and four cities have a RHNA increase of over 1,000 units. The county total increased by 5,239 units, or 27.3%, of which nearly 9,600 units are designated as lower income (very low and low income) for which HCD has significantly changed the sites criteria compared to previous housing elements.

Jurisdiction	2014-2021 5th Cycle RHNA	2021-2029 6th Cycle RHNA	6th to 5th Cycle Change	Percent Change	Lower Income Units	Default Density	Acres for Lower Income Units
Camarillo	2,224	1,372	-852	-38.3%	594	20	29.7
Santa Paula	1,285	655	-630	-49.0%	199	20	10.0
Ojai	371	52	-319	-86.0%	20	20	1.0
Fillmore	694	413	-281	-40.5%	132	20	6.6
Moorpark	1,164	1,287	123	10.6%	609	20	30.5
Port Hueneme	2	125	123	6150.0%	40	20	2.0
Unincorporated	1,015	1,259	244	24.0%	542	20	27.1
Oxnard	7,301	8,529	1,228	16.8%	2,902	30	96.7
Simi Valley	1,256	2,788	1,532	122.0%	1,238	30	41.3
Ventura	3,654	5,301	1,647	45.1%	2,047	30	68.2
Thousand Oaks	192	2,616	2,424	1262.5%	1,226	20	61.3
TOTAL for County	19,158	24,397	5,239	27.3%	9,549		374.3

AFH and VMT

In addition to identifying qualifying sites and using the HCD-mandated reporting spreadsheet that requires site-specific feasibility information, new fair housing State legislation (AB 686) could require an Assessment of Fair Housing (AFH) that could require an intra-city/county neighborhood-level demographic and income spatial analysis to identify possible patterns of segregation (or demonstrate lack of a problem), and if there is evidence, HCD is requiring one or more housing element programs that will 'affirmatively further fair housing." HCD is still developing guidelines for AB 686. This requirement may gain additional importance in the context of the national Black Lives Matter movement. Finally, over 30 state laws were enacted since 2017 requiring reporting or local code consistency changes. There may be additional statutes in the coming year, such as SB 899 and another round of Accessory Dwelling Unit (ADU) clean ups.

Housing Elements require CEQA review. Vehicle Miles Traveled (VMT) is now required in all CEQA review and is a regional metric and methodology that is just now becoming available. The Ventura County Transportation Commission (VCTC) is in the process of updating TAZ-level data to a 2016 base year and 2045 out-year to enable the county traffic model to generate VMT metrics that the 11 jurisdictions could use in CEQA reviews in early 2021.

PROPOSED REAP PROJECTS

With the above context setting the RHNA and Housing Element stage, the following are VCOG's four recommended REAP projects, subject to revision when SCAG approves guidelines on September 3, 2020, that would like begin around November, 2020 and continue through June, 2023.

MEMBER AGENCY COORDINATION

VCOG Staff has developed the proposed VCOG REAP Projects with considerable input from the Ventura County City Planners Association, the County of Ventura and SCAG Staff.

Exhibit 1 provides the recommended VCOG REAP Projects and their respective scopes based on:

REAP PROGRAM CHRONOLOGY

- February 27, 2020 REAP Notice of Funding Availability;
- June 30 VCOG Initial REAP Survey responses from cities and Ventura County;
- July 23rd discussions with SCAG sub-regional REAP staff;
- July 23rd discussion with several city managers;
- July 23rd VCOG Administrative Committee review;
- HCD Housing Element Sites Inventory Guidebook (June 10, 2020);
- AB 686 Summary of Requirements in Housing Element Law (April 23, 2020);
- July 24th HCD Sites Inventory webinar;
- Proposed SB 899 higher education institutions and religious institutions bill; and
- Continuing COVID-19 impacts on public policies and programs.
- *SCAG draft REAP Program guidelines and application (August 14, 2020)*
- *SCAG replies to VCOG questions (August 19, 2020); and*
- *Summaries of proposed legislation (end of session is Aug 31, 2021).*

EXHIBIT 1

The Ventura Council of Governments (VCOG) will initiate four projects to implement the SCAG-administered Regional Early Action Planning (REAP) grant program for the 11 jurisdictions in the Ventura County based on the following four assumptions:

1. REAP reimbursable projects and tasks may begin immediately after the SCAG Regional Council approves the REAP Guidelines and application, currently anticipated on September 3, 2020.
2. VCOG will submit the REAP application by the SCAG due date and enter into the contract approval process. Until the VCOG-SCAG REAP grant contract is fully executed, VCOG may not incur more than \$200,000 in REAP-reimbursable expenses.
3. The full REAP grant proposal is based on \$432,000, but may be changed by SCAG.
4. An approved REAP scope of work may be amended and REAP funds re-allocated during the grant period with SCAG approval.

The REAP budget includes \$4,740 for the Executive Director and related costs incurred in executing the initial SCAG contract and an additional \$3,250 for one or more subsequent REAP contract scope amendments. Executing contracts and four projects total \$402,000, with an additional \$30,000 as a contingency. Total administrative costs are capped at 5%.

Each project is described below:

PROJECT 1

Housing Element Law and Process: County-wide Outreach

GOAL

The goal of Project 1 is prepare a summary of state, regional, and county-wide Housing Element background information for the public and decision makers that is generic to all VCOG members, allowing the jurisdictions to use staff and/or housing consultant time and funding on other Housing Element tasks. The product would be a flexible PPT file, allowing local staff to decide on content and length and combine with their local content. A second product is a narrated "Housing Element Background" video in English and Spanish that could be posted on housing element websites. The third product would be in-person presentations by the VCOG Housing Specialist as invited by VCOG member agencies. A fourth product is a report summarizing how the 11 jurisdictions plan to complete their respective housing elements and programs (in house, contractors, combination, etc.) and a summary of what REAP-funded projects and tasks each jurisdiction is likely to use.

TASK A: State Housing Crisis Declaration, Legislation, DOF, and HCD

Create a short history of RHNA back to the 1980's and how it has evolved into the current format. List and summarize State housing laws and requirements. Provide a graphic explanation of the "high level" DOF/HCD RHNA methodology based on DOF population projections and existing needs that reflect the housing crisis. . Keep the information up-to-date if additional legislation is enacted.

TASK B: SCAG (RHNA and the RTP/SCS)

Create a short history of RHNA in the SCAG Region and how it has evolved into the current format. Provide a graphic explanation of the SCAG RHNA methodology noting the addition of "existing need" to reduce overcrowding, lower housing costs, and maintain a healthy rental

vacant rate. Summarize how RHNA and the RTP/SCS need to be consistent. Note the addition of the Assessment of Fair Housing to the Housing Element.

TASK C: Ventura County Context

Create a short summary of housing history in Ventura County, current population and projections, and VCOG member RHNA allocations (drafts, then final). Relate Ventura County-specific context for housing planning (Guidelines for Orderly Development, SOAR, and environmental issues).

TASK D: Presentations

Create a PPT of Tasks 1 to 3, update as needed, translate to Spanish if requested by VCOG members, send to VCOG members, distribute to media and housing advocacy groups, and present in person on request either at single events or as part of a larger presentations.

NEXUS

This project meets SCAG criteria as it assists in informing the public and decision makers of the housing crisis and the preparation of housing elements.

DELIVERABLES

1. PowerPoint Presentation
2. PowerPoint Presentation as video with narration (Spanish translation possible)
3. In person presentations as invited by VCOG members
4. Summary Report of how each VCOG jurisdiction intends to complete its respective housing element, their local issues, regional issues, which of the proposed VCOG REAP projects and tasks they would utilize, and suggestions.

TIMEFRAME – September 3, 2020 to Oct. 31, 2021 (14 months)

TOTAL BUDGET - \$32,625

- Management and Admin - \$4,125
- Housing Specialist - \$ 24,000
- Contractor - \$4,000 (video, translation)
- Direct Costs - \$500 for travel reimbursements

PROJECT 2

Localized Ventura County Context Technical Assistance in Preparing Housing Element, Adoption, and HCD certification

GOAL

The goal of Project 2 is to augment SCAG and HCD housing element preparation technical assistance by providing for in-person meetings and responses and information in the Ventura County context with a focus on farmworker housing and compliance with local and cumulative fair housing requirements.

TASK A: Responding to questions, maintain Q&A list

Set up a VCOG.org e-mail address for Q&A. Set up a phone number for Q&A. Set up a VCOG webpage to post Q&A and other information.

TASK B: Coordinating with SCAG and HCD TA Teams

Regularly contact HCD and SCAG technical assistance consultant teams and establish a protocol for sharing information, avoiding duplicate services, and provide consistent responses. Keep a record of the contacts.

TASK C: QC review of jurisdiction draft housing element chapters and data

Upon a VCOG member request, review a draft housing element and/or related documents as a QC service. Correct and/or comment in track changes, return to the staff. The intent is to have a fast turn-around with attention to local context.

TASK D: Evaluation of proposed sites per HCD Guidance

Upon VCOG member request, review a jurisdiction's proposed housing element sites and provide feedback as to feasibility issues and required HCD documentation, return to member staff. Keep a record of reviews.

TASK E: Consistency with State law and SCAG review

Upon VCOG member request, review proposed housing element document against a State and SCAG requirement checklist, return to member staff. Keep a record of reviews.

TASK F: Scoping for CEQA review

Upon VCOG member request, review a draft housing element and/or sites list and locations and advise staff as to CEQA documentation options and scope of CEQA topics. Return comments to member staff. Keep a record of reviews. This task may involve an 'on-call' CEQA subconsultant.

NEXUS

This project meets SCAG criteria as it assists in the preparation of housing elements that respect and continue the planning context of Ventura County.

DELIVERABLES

1. Running list of Q&A on dedicated VCOG webpage.
2. Answers, corrections, and comments returned to VCOG member staff.
3. Memoranda and/or letters to VCOG staff if requested as to comments.

TIMEFRAME – September 3, 2020 through June 30, 2022 (up to 22 months)

TOTAL BUDGET - \$170,125

- Management and Admin - \$7,125
- Housing Specialist - \$ 80,000
- Contractor - \$80,000 (web author, CEQA sub-consultant)
- Direct Costs - \$3,000 (phone line, web site maintenance)

PROJECT 3

Assessment of Fair Housing (AFH) and Vehicle Miles Traveled (VMT)

GOAL

The goal of Project 3 is to review the 2020 County-wide Impediments to Fair Housing Report and determine what sections may be used in each jurisdictions' AFH and as a cumulative analysis, and to assist the VCTC in creating VMT metrics for use in each jurisdictions' housing element and CEQA documentation.

TASK A: Review County-wide Impediments to Fair Housing Report (IFHP) and determine sections useable in the Assessment of Fair Housing for each city based on HCD guidance and direction. This task may rely, in part, on a fair housing sub-consultant.

TASK B: Evaluate proposed housing sites against Tax Credit Allocation Committee resource maps, cumulatively, for all housing elements. Maintain a GIS map of all proposed housing element sites by affordability counts taken from draft housing elements, and map them against the TCAC resource maps. Advise VCOG members as to the cumulative placement of sites relative to TCAC maps. This task may utilize a part-time GIS technical staff member.

TASK C: Quality Control (QC) review of draft chapters and data

Upon VCOG member request, review draft housing element and related documents as a QC service. Correct and/or comment in track changes, return to member staff.

TASK D: Evaluate cumulative VMT impacts of all housing sites in coordination with VCTC modeling.

NEXUS

This project meets SCAG criteria as it assists in the preparation of housing elements and CEQA documentation required to adopt a housing element.

DELIVERABLES

- 1) Draft template AFH section for Housing Elements.
- 2) Draft cumulative AFH impact report and TCAC maps of housing sites.
- 3) Draft report and cumulative impact VMT metrics suitable for CEQA review.

TIMEFRAME – September 3, 2020 to October 31, 2021 (14 months)

TOTAL BUDGET - \$47,125

- Management and Admin - \$5,125
- Housing Specialist - \$ 32,000
- Contractor - \$10,000 (Fair Housing practitioner)
- Direct Costs - none

PROJECT 4

Regional ADU Program: Templates, Ordinances, and Plans

GOAL

The goal of Project 4 is to assist jurisdictions in implementing housing element programs after HCD certification through June 30, 2023 by preparing document templates and ordinances for the same or similar programs in multiple housing elements and/or that address county-wide cumulative fair housing and/or VMT impacts. As potentially amended REAP budget funding allows, retain one or more local architectural firms that have experience with ADU permitting with VCOG members to jointly identify ADU permitting constraints and relatively high development costs, survey ADU plans from other cities and counties, and prepare public domain ADU plans that avoid or reduce constraints and costs. This cooperative regional approach could be continued as a Housing Element program in each jurisdictions' housing element to foster affordable ADU development.

TASK A: Survey VCOG members regarding ADU activity, issues, and typical plan corrections. Determine common issues for which a regional ADU program can address. 26

Survey VCOG member planning and building permitting staffs and/or consultants.

TASK B: Develop a Regional ADU Program that would include Ventura County-responsive public domain ADU plans that avoid commonly-seen corrections and costs to the homeowners.

Work with one or more local architect's with ADU processing experience to develop and/or modify public-domain ADU plans that foster ADU development. The scope of this task would be adjusted to match remaining funds. This task could become a Housing Element Program to foster ADU development.

NEXUS

This project meets SCAG criteria as it develops a regional "Fostering ADU Development" program for use in each jurisdictions' housing element.

DELIVERABLES

1. Survey report of VCOG member jurisdictions ADU issues and recommendations.
2. Report from architect firm(s) responding to ADU Issues Report and publishing public domain ADU plans that have VCOG member jurisdictions conditional approval.
3. Template, implementing ordinance, and related documents for a Regional "Fostering ADU Development" program for use by member jurisdictions and inclusion in their respective housing elements.

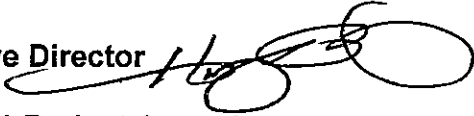
TIMEFRAME – September 3, 2020 to June 30, 2023 (34 months)

TOTAL BUDGET - \$144,125

- Management and Admin - \$7,125
- Housing Specialist - \$ 32,000
- Contractor - \$100,000 (architect firms)
- Direct Costs - \$5,000 (ADU plan copying, etc.)



MEMORANDUM

TO: Administrative Committee
FROM: Hugh Riley, Executive Director 
SUBJECT: Fiscal Year 2020/2021 Budget Amendment
DATE: September 4, 2020

Recommendation:

The Administrative Committee should review and discuss proposed Amendments to the VCOG Operating Budget for F.Y. 2020-2021 and recommend approval by the Full Council on September 10, 2020.

Discussion:

The VCOG Operating Budget for F.Y. 2020-2021 (Budget) was approved on June 11, 2020 with expenses totaling \$77,942. Since June 1, several decisions and proposed projects have occurred that will require an amendment to the Budget.

These include:

INCOME:

- CLU Community Benefit Research Grant – Supplemental Appropriation
- REAP Project Funds –SCAG Grant for FY 20/21 estimated at \$186,255
- 2020 Annual Dinner Sponsor Funds Transferred to 2021 Annual Dinner

EXPENSE:

- REAP Management and Admin Costs – \$16,375 – Added for REAP Program
- REAP Staffing Contract Costs - \$86,600 – Added for REAP Program
- REAP Other Direct Costs - \$73,280 – Added for REAP Program
- TOTAL – Added for REAP Program - \$178,255
- 2020 Annual Dinner Cancellation - \$6,000 Moved to Unearned Income Liability

INCOME

CLU Research Grant - Appropriation – VCOG is considering the award of a Community Benefit Research Grant to California Lutheran University for a Research Project to evaluate the effectiveness of the newly established Ventura County Family Justice Center. Based on the Project Proposal from CLU, Department of Criminology & Criminal Justice, a supplemental appropriation from the VCOG Reserve Fund of \$8,000 is recommended.

REAP Project Funds –SCAG Grant- Considering the current RHNA and 2021-2029 Housing Element requirements and timetable, VCOG is proposing four recommended REAP projects, subject to SCAG-approved guidelines on September 3, 2020, and final VCOG Council Approval. Reimbursable project activity could begin as early as September 4, 2020 based on draft SCAG REAP guidelines while a contract is executed by November 2020 and continue through June 30, 2021.

BUDGET	Total (2020-2023)	Total Costs (Nov. 2020 to June 2021)
Initial Contract Process	\$ 4,750	\$ 4,750
Subsequent Amendments	\$ 3,250	

PROJECT 1- *Housing Element Law and Process: County-wide Outreach*

BUDGET	Total (2020-2023)	Total Costs (Nov. 2020 to June 2021)
Director & Administration	\$ 4,125	\$ 4,125
Housing Specialist	\$ 24,000	\$ 24,000
Other Direct Costs	<u>\$ 4,500</u>	<u>\$ 4,500</u>
TOTAL PROJECT COSTS	\$ 32,375	\$ 32,375

PROJECT 2- *Localized Ventura County Context Assistance in Preparing Housing Element, Adoption, and HCD certification*

BUDGET	Total (2020-2023)	Total Costs (Nov. 2020 to June 2021)
Director & Administration	\$ 7,125	\$ 7,125
Housing Specialist	\$ 80,000	\$ 48,600
Other Direct Costs	<u>\$ 83,000</u>	<u>\$ 63,780</u>
TOTAL PROJECT COSTS	\$ 170,125	\$ 119,505

PROJECT 3- *Assessment of Fair Housing (AFH) and Vehicle Miles Travelled (VMT)*

BUDGET	Total Costs (2020-2023)	Total Costs (Nov. 2020 to June 2021)
Director & Administration	\$ 5,125	\$ 5,125
Housing Specialist	\$ 32,000	\$ 16,000
Other Direct Costs	<u>\$ 10,000</u>	<u>\$ 5,000</u>
TOTAL PROJECT COSTS	\$ 47,125	\$ 26,125

PROJECT 4 – Regional ADU Program: Templates, Ordinances, and Plans

BUDGET	Total Costs (2020-2023)	Total Costs (Nov. 2020 to June 2021)
Director & Administration	\$ 5,125	\$ -
Housing Specialist	\$ 32,000	\$ -
Other Direct Costs	<u>\$ 107,000</u>	\$ -
TOTAL PROJECT COSTS	\$ 144,125	\$ -
CONTRACTS & PROJECTS	\$ 402,000	
CONTINGENCY SET ASIDE	<u>\$ 30,000</u> (6.9%)	
TOTAL REAP GRANT	\$ 432,000	

Based on the above project budgets, \$ 178,255 including independent contractor costs for a Housing Programs Specialist, should be included in the VCOG Budget for the REAP Grant Contract for F.Y. 2020-2021.

2020 Annual Dinner Sponsor Funds Transferred to 2021 Annual Dinner – Funds totaling \$6,000 received in May and June 2020 from Sponsors for the cancelled 2020 Annual Dinner will be placed in an unearned income line item until the 2021 Annual Dinner is confirmed. The Event Sponsors, Southern California Edison and Southern California Association of Governments have agreed in writing, to continue their support to the June 2021 Event.

EXPENSE

REAP Estimated Project Costs - Based on the REAP Project Budgets, \$ 178,255 should be included as expense in the VCOG Budget for the REAP Project Costs F.Y. 2020-2021

2020 Annual Dinner Cancellation – With the cancellation of the September 24, 2020 Annual Dinner this expense line item should be reduce to -0- and the funds received from sponsors for the Annual Dinner placed in a liability budget line item as unearned income. In the event the 2021 Annual Dinner is held, these sponsor funds would become earned and thus used for the event.

Other Expense Adjustments

- Operations- Copying, Supplies and Website have been Increased due to additional workload requirements.
- Travel – Decreased since LOCC Annual Conference for 2020 will be Virtual

The proposed Amendments to the Budget are included in VCOG Resolution No. 2020-5 attached.

ATTACHMENT: VCOG Resolution No. 2020-5

ATTACHMENT

**VENTURA COUNCIL OF GOVERNMENTS RESOLUTION
NO. 2020-05**

**A RESOLUTION OF THE GOVERNING BODY OF
THE VENTURA COUNCIL OF GOVERNMENTS
ADOPTING A VCOG CONTRACTOR PROCUREMENT POLICY**

BE IT RESOLVED by the Governing Body of the Ventura Council of Governments as follows:

SECTION 1: On June 11, 2020, the Governing Body adopted a budget for Fiscal Year 2020-2021 to fund VCOG operations for the fiscal year.

SECTION 2: Subsequent to adoption of the budget in consideration of additional funding requirements, for REAP Funding and Administration, Community Benefit Research Grant, Independent Contractor costs associated with REAP, and the cancellation of the 2020 Annual Dinner, the Governing Body has determined that it is necessary to amend the adopted budget for VCOG's continued operations and payment of costs.

SECTION 3: The Governing Body agrees to adopt an amended budget for Fiscal Year 2020-2021 as detailed in Attachment A.

PASSED AND ADOPTED this 10th day of September 2020.

Janice Parvin, Chair

Attest:

Hugh Riley, Executive Director

ATTACHMENT A

**VENTURA COUNCIL OF GOVERNMENTS
FISCAL YEAR 2020/2021
AMENDED BUDGET
PROPOSED**

<u>Budget Item</u>	<u>Fiscal Year 2020/2021</u>		<u>Fiscal Year 2020/2021</u>
	<u>Approved Budget*</u>		<u>Amended Budget</u>
Income			
Annual Dinner Sponsorships	12,000	<i>Decrease by 12,000</i>	-0-
Annual Dinner Tickets	500		500
Dues Assessments	<u>64,992</u>		<u>64,992</u>
Sub Total Income	<u>77,492</u>		<u>65,492</u>
Other Types of Income			
Bank Interest	450	<i>Decrease by 430</i>	20
Research Grant Appropriation	-0-	<i>Increase by 8,000</i>	8,000
SCAG- REAP Contract	-0-		<u>178,255**</u>
Total-Other Types of Income	<u>450</u>		<u>186,275</u>
Total Income	<u>77,942</u>		<u>251,767</u>
Unearned Income Liability			<u>6,000</u>
Total Income and Unearned Income			<u>257,767</u>
Expenses			
Contract Services			
Accounting Services	2,550		2,550
Audit	5,250		5,250
Executive Administration	45,000		45,000
REAP Project Costs			
Director and Administration	-0-	<i>Add</i>	16,375
Housing Specialist	-0-	<i>Add</i>	88,600
Other Costs	<u>-0-</u>	<i>Add</i>	<u>73,280</u>
SUBTOTAL REAP COSTS	<u>-0-</u>	<i>Add</i>	<u>178,255**</u>
Research Grant-CLU	-0-	<i>Add</i>	8,000
Legal Fees	<u>100</u>	<i>Increase by 270</i>	<u>370</u>
Total Contract Services	<u>52,900</u>		<u>239,425</u>
Miscellaneous Expense	-0-		-0-
Operations			
Printing and Copying	1,000	<i>Increase by 500</i>	1,500
Supplies	400	<i>Increase by 200</i>	600
Website & Programs	<u>1,000</u>	<i>Increase by 500</i>	<u>1,500</u>
Total Operations	<u>2,400</u>		<u>3,600</u>
Other Types of Expenses			
Insurance-Liability, D and O	<u>1,800</u>		<u>1,800</u>
Total-Other Types of Expenses	<u>1,800</u>		<u>1,800</u>
Travel and Meetings			
Annual Dinner	15,000	<i>Decrease by 7,500</i>	7,500
Conference and Meetings	4,842		4,842
Travel	<u>1,000</u>	<i>Decrease by 400</i>	<u>600</u>
Total- Travel and Meetings	<u>20,842</u>		<u>12,942</u>
Total Expenditures	<u>77,942</u>		<u>257,767</u>

* Budget as Approved June 9, 2020

** Assuming SCAG-REAP Grant Approval