



## SUMMARY REPORT

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**Agenda Date:** 6/9/2025

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**To:** Sonoma County Board of Supervisors

**Department or Agency Name(s):** Department of Health Services, Sonoma County Community Development Commission

**Staff Name and Phone Number:** Nolan Sullivan, 707-565-4774; James Alexander, 707-565-4096; Michelle Whitman, 707-565-7521

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Interdepartmental Multi-Disciplinary Team Staffing Amendment to Memorandum of Understanding

**Recommended Action:**

- A) Authorize the Director of Health Services, or designee, and the Executive Director of the Sonoma County Community Development Commissions, or designee, to execute the second amendment to a memorandum of understanding facilitating payment by the Department of Health Services to the Sonoma County Community Development Commission for 1.0 FTE Time-Limited Housing Negotiator/Inspector support staffing for the Interdepartmental Multi-Disciplinary Team in an amount not to exceed \$237,500 for the amended term of one-year, July 1, 2025 through June 30, 2026.
- B) Delegate authority to the Director of Health Services, or designee, and the Executive Director of the Sonoma County Community Development Commission, or designee, to mutually amend this memorandum of understanding on an as needed basis, which does not substantially change the scope and intention of services, based on funding availability, and approved as to form by County Counsel for the term of this memorandum of understanding.

**Executive Summary:**

On May 9, 2023, your Board authorized the Director of the Department of Health Services (hereinafter, "DHS" or "the Department"), and the Executive Director of the Sonoma County Community Development Commissions (hereinafter, "CDC") or designee, to execute a memorandum of understanding (MOU) facilitating payment from DHS to CDC for 1.0 FTE Time-Limited Housing Negotiator/Inspector support staffing for the Interdepartmental Multi-Disciplinary Team for the period July 1, 2023 through June 30, 2025. The DHS Homelessness Division met with the CDC in March 2025 and determined it is of mutual benefit to both departments and their associated clients to continue this work for an additional one-year period, July 1, 2025 through June 30, 2026.

Additionally, the Department is asking your Board to delegate authority to the DHS Director and the CDC Executive Director, or their designees, to mutually amend this MOU on an as-needed basis, which does not substantially change the scope or services provided, based on funding availability, and as approved to form by County Counsel.

**Discussion:**

On May 9, 2023, your Board authorized the Director of DHS, or designee, and the Executive Director of the

CDC, or designee, to execute a MOU facilitating payment by DHS to the CDC for 1.0 FTE Housing Negotiator/Inspector support staffing for the Interdepartmental Multi-Disciplinary Team in an amount not to exceed \$375,000 for the period July 1, 2023 through June 30, 2025. On December 10, 2024, your Board authorized execution of the first amendment to the MOU, adding \$63,533 to the budget to cover the full cost of the position following cost of living increases, for a new not-to-exceed amount of \$438,533 through June 30, 2025.

California is still in the midst of a homelessness crisis. California has an estimated 187,084 people experiencing homelessness. In the most recent 2024 Point in Time Homeless Count, Sonoma County counted 2,522 people as experiencing homelessness on a single day, which was an 11% increase from the 2,266 individuals counted in 2023. Like other jurisdictions throughout California, high housing costs, low vacancy rates, and displacements due to the recent disasters are contributing factors to the high rates of homelessness in Sonoma County. With the existing MOU is scheduled to expire on June 30, 2025, the DHS Homelessness Services Division met with the CDC in March 2025 to discuss continuing the time-limited CDC Housing Negotiator/Inspector as there is a continued need for these services. Both agencies agreed this was a crucial role helping to achieve the goal of reducing homelessness across the County, as permanent housing placement opportunities still pose one of the most difficult and continuous challenges.

This role is important to Sonoma County's strategic approach to end homelessness, emphasizing both immediate housing solutions and long-term stability for vulnerable populations. The Housing Negotiator/Inspector within Sonoma County's Interdepartmental Multi-Disciplinary Team (IMDT) plays a pivotal role in addressing homelessness by focusing on securing and maintaining permanent housing for individuals experiencing homelessness. This position is part of the county's collaborative efforts to provide comprehensive support services.

**Key Responsibilities:**

- Housing Negotiation: Engages with landlords and property managers to identify and secure suitable housing options for clients. This involves building relationships with housing providers to increase the availability of affordable housing units.
- Inspection and Compliance: Conducts inspections of potential and current housing units to ensure they meet health and safety standards. This ensures that clients are placed in environments conducive to their well-being.
- Collaboration with Support Services: Works closely with case managers and other service providers to coordinate wraparound services, ensuring clients receive the necessary support to maintain housing stability.

**Impact on Reducing Homelessness:**

By actively securing safe and appropriate housing and ensuring compliance with housing standards, the Housing Negotiator/Inspector directly contributes to the county's efforts to reduce homelessness. Their work ensures that individuals not only find housing but also have the support needed to maintain it, thereby decreasing the likelihood of returning to homelessness.

**Strategic Plan:**

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

**Pillar:** Healthy and Safe Communities

**Goal:** Goal 1: Expand integrated system of care to address gaps in services to the County's most vulnerable.

**Objective:** Objective 3: Create a "no wrong door" approach where clients who need services across multiple departments and programs are able to access the array of services needed regardless of where they enter the system.

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

On December 10, 2024, the Board authorized the Director of DHS, or designee, to execute an amendment to the existing memorandum of understanding facilitating payment by DHS to the CDC for 1.0 FTE Housing Negotiator/Inspector support staffing for the Interdepartmental Multi-Disciplinary Team adding \$63,533 for a new not-to-exceed \$438,533 through June 30, 2025. The contract term was unchanged. Additionally, the Board adopted a resolution authorizing budgetary adjustments to DHS FY 2024-2025 adopted budget, increasing appropriations in the amount of \$63,533 to reflect revenue and expenditures associated with the previously mentioned memorandum of understanding with the CDC.

On May 9, 2023, the Board authorized the Director of Health Services, or designee, and the Executive Director of the Sonoma County Community Development Commissions, or designee, to execute a memorandum of understanding facilitating payment by the Department of Health Services to the Sonoma County Community Development Commission for Housing Negotiator/Inspector support staffing for the Interdepartmental Multi-Disciplinary Team in an amount not-to-exceed \$375,000 for the period July 1, 2023 through June 30, 2025.

On January 31, 2023, the Board adopted a resolution supporting the Sonoma County Continuum of Care's Regional Strategic Plan on Homelessness for 2023-2027.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Recommended</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses	\$219,767		
Additional Appropriation Requested	\$17,733		
<b>Total Expenditures</b>	<b>\$237,500</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$237,500		
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$237,500</b>		

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**Narrative Explanation of Fiscal Impacts:**

While the majority of funding for this amendment was already budgeted, an additional remaining amount of \$17,733 is still needed to cover the full cost of the position for the duration of the MOU. If the Board approves this MOU, this adjustment will be captured in the first quarter consolidated budget adjustment for the FY 2025/26 budget.

Funding for this position is entirely supported by Measure O revenues allocated for Transitional and Permanent Supportive Housing.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

Attachment 1 - Agreement

**Related Items "On File" with the Clerk of the Board:**

None