

# County of Santa Clara Social Services Agency

Department of Development & Operational Planning  
Office of Contracts Management



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SSA02 092909

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DATE: September 29, 2009

TO: Board of Supervisors

FROM:

A handwritten signature in black ink, appearing to read "Will Lightbourne".

Will Lightbourne  
Agency Director, Social Services Agency

SUBJECT: Approve Delegation of Authority to Enter Into a Memorandum of Understanding with Community  
Technology Alliance

## **RECOMMENDED ACTION**

Approve delegation of authority to the Director of the Social Services Agency, or designee, to negotiate, execute, amend, terminate, and take any and all necessary or advisable actions relating to a Memorandum of Understanding (MOU) with Community Technology Alliance for utilization of the the Homeless Management Information System (HMIS) for the period September 29, 2009 through June 30, 2010, with the option of two additional one year terms following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on June 30, 2012.

## **FISCAL IMPLICATIONS**

There is no fiscal impact associated with the approval of the Recommended Action.

## **CONTRACT HISTORY**

Not applicable.

## **REASONS FOR RECOMMENDATION**

In accordance with Board policy for entering into an Agreement, the Social Services Agency is requesting delegation of authority to enter into a MOU with Community Alliance Technology. Delegation of authority will allow the Agency Director, or designee, to negotiate and execute a MOU in a timely manner. Additionally, delegation of authority will allow the Agency Director, or designee, with the authority to amend and terminate the MOU as necessary to meet the needs of the Department of Family and Children's Services.

## **BACKGROUND**

The Social Services Agency, Department of Family and Children's Services has received an allocation of 90 transit passes quarterly from the Office of Affordable Housing through the UPLIFT Transit Pass Program, which provides transit passes to the county's homeless clients. The goal of the UPLIFT Transit Pass Program is to improve homeless individuals' ability to access public transportation in their pursuit of jobs, housing and shelter, medical services, and other services from both public and private non-profit agencies in Santa Clara County.

The MOU between the Social Services Agency and Community Technology Alliance outlines the roles and responsibilities of each agency in regards to the Homeless Management Information System (HMIS). HMIS enables homeless service providers to collect uniform client information over time. This system is essential to efforts to streamline client services and informed public policy. Through HMIS, homeless program clients benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services.

The Social Services Agency is required to have access to HMIS in order to obtain transit passes. The Social Services Agency Information Systems Department has reviewed the terms and conditions as it relates to HMIS.

## **CONSEQUENCES OF NEGATIVE ACTION**

Negative action will result in the Social Services Agency's inability to enter into a MOU with Community Technology Alliance which will result in the loss of transit passes for clients of the Department of Family and Children's Services.

## **STEPS FOLLOWING APPROVAL**

The Clerk of the Board will follow the usual steps for a transmittal of this type. The Social Services Agency Director, or designee, will negotiate and execute a MOU with Community Technology Alliance and will forward a copy of the MOU to the Clerk of the Board within 30 days of the execution of the MOU.