



Board Agenda Item 61

DATE: October 21, 2025

TO: Board of Supervisors

SUBMITTED BY: Sanja Bugay, Director, Department of Social Services

SUBJECT: Contribution of Department Funds for Community Outreach Events

RECOMMENDED ACTION(S):

- 1. Retroactively approve and authorize the Department of Social Services to participate in community outreach events for FY 2025-26, per Administrative Policy No. 80; and**
- 2. Retroactively approve and authorize the Department of Social Services to officially and publicly celebrate and recognize themed event festivities for FY 2025-26, per Administrative Policy No. 81.**

Administrative Policy No. 80 was approved to govern department contributions for non-County events, causes, or anything similar. Administrative Policy No. 81 was approved to provide a process to follow if and when departments choose to dedicate time to officially and publicly celebrate or recognize holidays, themes, events, days, weeks, or months. The purpose of this agenda item is for the Board to consider for approval the events the Department of Social Services may participate in which require a registration fee or similar fee to participate. In addition, the Department is requesting approval to officially and publicly celebrate indicated events. Due to the timing of the events and the need to start preparations, the Department received interim approval from the County Administrative Office to move forward with the activities while the Department developed the agenda item. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, the Department will need to work on adjusting the approach to continue supporting community engagement and outreach as well as employee morale.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs associated with Administrative Policy No. 80 for contributions to non-County events, causes or anything similar is estimated to be \$2,500. Cost will be offset with allocations provided for State and Federal program allocations as the Department only participates in events that further the purpose of said programs. Sufficient appropriations are included in the Department's Org 5610 FY 2025-26 Adopted Budget.

DISCUSSION:

On July 8, 2025, Administrative Policy 80 - Department Contributions of Funds for Non-County Events or Causes, was approved by your Board ensuring that County departments follow a uniform process when departments seek to make contributions of funds for non-County events, causes, or anything similar. Following the approval of AP 80, on August 5, 2025, your Board provided direction on an approval process

for County departments to participate in celebrations and/or recognition.

On September 9, 2025, the County Administrative Officer (CAO) presented to your Board AP 81 for consideration, which allows County departments to officially and publicly celebrate or recognize those holidays, themes, events, days, weeks, or months that have been approved prior to their occurrence by a majority of your Board by resolution or proclamation.

Historically, the Department has developed important partnerships with local organizations through active participation and support of various events and celebrations. The Department uses every outreach opportunity to educate or elicit participation in programmatic goals. In addition, enrichment activities are organized in support of populations served inclusive of DSS youth and care givers, as well as promote employee morale. The following events for FY 2025-26 are presented for your Board's approval:

Administrative Policy 80

25th Annual CASA Event - September 2025 - \$2,500 (Retroactive)

CASA (Court Appointed Special Advocates) is an organization that DSS has partnered with for many years. Volunteer advocates are appointed by a judge to support and advocate for youth going through the Child Welfare System. The Department provides training to the advocates and partner with them to improve both systemic and individual case gaps in the system. The Department's partnership with CASA is indispensable. Funds will be utilized to purchase a table for 10 DSS staff to attend the event. Prior approval from the CAO was received and confirmed to proceed with attendance of this event.

Administrative Policy 81

Hispanic Heritage Month - September 2025 - (Retroactive)

Morale Committees from various buildings have organized and planned festivities celebrating Hispanic Heritage Month. This will allow staff to come together during staff break times and lunch hour to celebrate their culture and partake in food. All food and materials required for this event will be paid for by staff. Prior approval from the CAO was received and confirmed to proceed with participation of this event.

8th Annual Trunk or Treat Event for Resource Families of Child Welfare and Cal Learn Families - October 2025

In 2024 the Trunk or Treat Event served almost 200 children and 150 adults from the Resource Families of Child Welfare and Cal Learn Families. This year it is anticipated that over 100 children and adults will be in attendance. The goal is to create a safe environment for the children to celebrate with their family and allow the Department to spend time with the families served. All displays will be family friendly. Funds will support the purchase of materials for displays, balloons and treats for the children. This event will be made possible through the Flexible Family Support funding.

3rd Annual Native American Heritage Event - November 2025

DSS will be hosting a 3rd Annual Native American Heritage Event. This year's focus is on Cultural Connections aiming to bringing Native culture to youth in care by honoring and supporting these children's identities and connections to their culture and tribal community. DSS will invite the Care Providers who have placement of Native youth, the children, bio-families, and Tribal Council. Also invited are five cultural practitioners from different local tribes to provide cultural education, which are: Nuach Black Walnut Dice Game, Pine Needle Basket, Pine Nut Necklace, Tule Duck, and Story Telling of Native Culture. Care Providers, children and families will have an opportunity to participate in at least two of the activities. The Department will be gifting blankets to the foster youth who attend the event in honor of the Native American culture in which gift giving is a gesture of relationship bonding and a traditional communal practice. Additional events and activities honoring Native American culture will include: prayer/blessing, dancers, a sacred circle, and drumming. The event will also include resource tables, raffle baskets, and dinner. As of today, the Department has 77 Native children in foster care and hope to expect at least 100 attendees. Funds will be

used for cultural education, gifts, and dinner. Prior approval from the CAO was received and confirmed to proceed with participation of this event.

REFERENCE MATERIAL:

BAI #7, September 7, 2025

BAI #9, August 5, 2025

BAI #9, July 8, 2025

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - BOS Department Contribution Approval Form

CAO ANALYST:

Ron Alexander