

Measure X Needs Assessment Report Writer: \$20,000 (One-time)

Staff recommends contracting for a report writer that will meet both the Measure X Community Advisory Body's (MXCAB) request to hire a needs assessment writer and the request made by several Board members to have a final report detailing any other unmet needs not covered by the MXCAB focused area presentations.

From May through August 2021, the (MXCAB) dedicated twelve meetings to presentations by members of the community, community-based organizations, and County staff to fulfill the Board delegated responsibility of overseeing an annual assessment of community needs. The presentations covered the issues of focus determined by the MXCAB to assess current community needs, strengths, and priorities. In addition to the abundance of information shared during the presentations, a significant volume of written materials inclusive of community needs, trends and service gaps were provided for the MXCAB's consideration. The MXCAB focused their efforts on the preparation of the report presented to the Board of Supervisors at their October 12, 2021 meeting, which detailed their priority recommendations. The MXCAB presentation also included a request of \$20,000 to pay for the services of a professional writer to gather and analyze the priority area presentation materials and prepare a formal needs assessment document.

At their October 12, 2021, the Board of Supervisors accepted the MXCAB's Report, and continued to a future meeting date the MXCAB request for an immediate \$20,000 funding allocation for a professional writer. Board members expressed the need to have a professional report writer also take an unbiased look at the MXCAB proposed priorities and build upon the recommendations of the committee as needed and to ensure other unmet priority needs in the County not identified, through no fault of the committee, were not missed.

Approval of this request would fund contractual services for a professional needs assessment report writer to take a fresh look at recently identified priority areas, identify other service gap areas that may have been missed, and prepare a final needs assessment document for publication. This would support the recommendations of the MXCAB and Board members, while also providing a detailed needs assessment tool in support of future need assessment format developments.

Recommendation:

The County Administrator's recommendation is that the report writer be funded with a one-time allocation of \$20,000.