



# COUNTY *of* VENTURA

**MELISSA LIVINGSTON**  
Director

September 14, 2021

Board of Supervisors  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

**HUMAN SERVICES AGENCY**

855 Partridge Drive  
Ventura, CA 93003  
805-477-5100

**JENNIE PITTMAN**

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**JUDY WEBBER**

Deputy Director  
Children & Family Services

**CURTIS UPDIKE**

Deputy Director  
Community Services

**Subject: Approval of a Memorandum of Understanding Template to Utilize Non-County Facilities as Emergency Shelters and Temporary Evacuation Points During a Disaster, and Authorization for the Human Services Agency Director to Execute and to Modify Such Agreements.**

**Recommendation:**

1. Approve a Memorandum of Understanding (MOU) template to be used to secure utilization of non-County facilities as emergency shelters and temporary evacuation points during a disaster.
2. Authorize the Human Services Agency (HSA) Director or designee to execute MOUs with facility owners and to modify the MOUs, with the approval of the County Executive Office and County Counsel and on the conditions that any modification is consistent with the intent of the MOU template and that there are no additional County costs beyond those contemplated in the MOU template.

**Fiscal/Mandates Impact:**

Mandatory:	No
Source of Funding:	State and Federal
Funding Match Required:	No
Impact on other Departments:	None

There is no fiscal impact associated with this item.

**Discussion**

In support of the County Mass Care and Shelter Plan HSA oversees in collaboration with the Sheriff's Office of Emergency Services (OES), the proposed MOU template (Exhibit 1) will enable efficient securing of needed facilities for shelter and evacuation points in the event of an emergency. HSA's Disaster Response and Recovery Officer has identified the seven properties listed below throughout the county whose owners are willing to allow the County to use their facilities and parking lots for emergency purposes.

Currently Proposed Temporary Evacuation Point and Sheltering Sites

- Camarillo Community Center
- Fillmore Two Rivers Park
- Nordhoff High School (Ojai)
- Oxnard College
- Rancho Santa Susana Simi Valley
- Thousand Oaks Teen Center and Senior Center
- Ventura College

These facilities are also utilized by the American Red Cross when needed. Additional sites may be determined in the future.

It should be noted that cities have responsibility for mass care and shelter within their respective jurisdictions using city resources. However, if there is a need to open a County shelter in a city due to the city's resource constraints, upfront coordination will take place between the County and city, and the city may be expected to reimburse the County for costs associated with sheltering the city's residents.

The terms and conditions of the agreement state the County, though HSA, will have primary responsibility for the operation of the shelter and will designate a shelter manager. The owner of the facility will designate a coordinator to assist regarding the use of the facility. The facility will make available food services, custodial services, and other resources as needed during an evacuation and sheltering event, for which the County will reimburse the facility owner, and the County may then seek reimbursement from cities as appropriate. In addition, the County is responsible for any damage to the facility resulting from the operations of the County shelter, with costs shared by cities as appropriate. The term of the agreement would commence as of the date of the last signature and end 30 days after written notice of termination by either party.

We ask that your Board approve the MOU template to be used in the event of an emergency to secure site utilization for emergency shelters and temporary evacuation points. We also ask that your Board authorize the HSA Director or designee to execute MOUs with facility owners and to modify the MOUs, with the approval of the County Executive Office and County Counsel and on the conditions that any modification is consistent with the intent of the MOU template approved by your Board and that there are no additional County costs beyond those contemplated in the MOU template.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office and County Counsel. If you have any questions, please contact me at 805-477-5301, or Jennie Pittman, Deputy Director Administrative Services at 805-477-5340.



Melissa Livingston  
Director

Attachments:

Exhibit 1 – Ventura County Human Services Agency Shelter Agreement Template