



Mendocino County
Department of Social Services
Healthy People, Healthy Communities

DeNeese Parker, Director
Stephen White, Assistant Director



Memorandum

Date:	December 1, 2025
To:	Mendocino County Board of Supervisors
From:	Megan Van Sant, Senior Program Manager, Dept. of Social Services
Subject:	Justification to Fill Part-Time Extra Help – Cmty Health Services Support

1. Funding the Position

This position will be funded through a combination of grants and allocations specific to services provided to households with children experiencing or at-risk of homelessness. 50% of time will be allocated to CalWorks Housing Support Program, and 50% of time will be allocated to the Family Homelessness Challenge Grant. Please note that both of these funding sources have spending deadlines in 2026, and without additional staff support, we are at risk of significantly underspending both of these grants. No County General Fund or Realignment Funding will be used to support this position.

2. Operational Impact of Vacancy

This position is needed to provide screening, housing guidance, and assistance with securing rental assistance for households with children experiencing or at-risk of homelessness. Without this position, we are at risk of increasing the amount of time that a household remains homeless and/or failing to prevent homelessness for households with children. In addition, we are at risk of failing to fully expend grant resources with a spending deadline of June 30, 2026.

3. Workload Distribution

Current staff cannot absorb these duties, as they are fully engaged at this time. We have a waitlist of households experiencing homelessness, and our only barrier to providing support is lack of staffing. Please note that this position is fully funded with grant funds that we are at risk of losing if we cannot expend the funding before the deadline. We are seeking PT EH support because it is the appropriate staffing mechanism for work supported by time-limited grant funds.

4. Efficiency Measures

This position will support our Front Door for Families program. We have attempted to automate this client-focused work as much as possible through a user-friendly website and an appointment system that can be accessed online. We have streamlined our services as much

as we can, but the work still requires intensive communication and engagement with client families.

5. Data and Metrics to Support the Request

Our Front Door for Families program has supported more than 600 households to date. Due to staff shortages, we have had to institute a waitlist for the first time, effective November 20, 2025. In just two weeks time, our waitlist has grown to 20 new individuals. Without additional staff support, this waitlist will continue to grow and additional children will be sustaining homelessness longer than necessary.

6. Organizational Structure

This position will report to Lily Caravello, Program Administrator, in the Outreach and Navigation Unit. The Outreach and Navigation Unit falls within the responsibility of the Special Projects Team, managed by Megan Van Sant.