



Santa Cruz County Latino Affairs Commission

701 Ocean Street, Room 510, Santa Cruz, CA 95060

P: (831) 454-2772 F: (831) 454-2411 TTY/TDD 711

commissions@santacruzcountyca.gov

www.scclatinoaffairs.org

Notice of Public Meeting and Agenda

DATE Wednesday, August 5, 2026

TIME: 6:00 PM – 7:30 PM

LOCATION: United Way of Santa Cruz County

4450 Capitola Road, Ste 106, Capitola, CA 95010

****As a courtesy to those who are affected, kindly attend the meeting *scent-free* and *smoke-free*.****

1. Call to Order/Roll Call/Agenda Review
2. Approve *April 1, 2026 Meeting Minutes*
3. Public Comment
Any person may address the Commission for a period not to exceed three minutes on an issue within the jurisdiction of the Commission.
4. New Business/Continuing Business/Action Items:
 - 4.1. S.H.I.E.L.D. Efforts Update
 - 4.2. Consider Hispanic Heritage Month Exhibit
 - 4.3. Subcommittee Member Engagement Strategies
5. Ad Hoc Subcommittee Reports
 - 5.1. Sheriff's Office Representation Ad Hoc Subcommittee (*De Santos, Nevarez, Rocha, Flores-Martinez*)
 - 5.2. Immigration Advocacy Ad Hoc Subcommittee (*Nevarez, Lopez, Longoria, Flores*)
 - 5.3. Hispanic Heritage Month Ad Hoc Subcommittee (*Flores, Longoria, Contreras, De Santos*)
6. Commissioner District/City Reports
 - 6.1. District 1 (*Flores-Martinez*)
 - 6.2. District 2 (*Sanchez*)
 - 6.3. District 3 (*Flores*)
 - 6.4. District 4 (*De Santos*)
 - 6.5. District 5 (*Longoria*)
 - 6.6. Santa Cruz City (*Nevarez, Contreras*)
 - 6.7. Watsonville City (*Lopez, Rocha*)
7. Staff Report
8. Adjournment

Next Meeting Scheduled for 6:00 PM on Wednesday, October 7, 2026

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. If you require assistance to participate in the meeting, please contact (831) 454-2772 or TTY/TDD: 711 at least 72 hours in advance of the meeting to make arrangements.



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Meeting Minutes

DATE: Wednesday, April 1, 2026

TIME: 6:00PM

LOCATION: United Way of Santa Cruz County, 4450 Capitola Road, Ste 106, Capitola, CA 95010

PRESENT: Yadira Flores-Martinez (*1st District*), Kassandra Flores (*3rd District*), Cesar De Santos (*4th District*), Jaime Longoria (*5th District*), Emmanuel Nevarez (*City of Santa Cruz*), Aracely Contreras (*City of Santa Cruz*), Bibianna Rocha (*City of Watsonville*), Micaela Lopez (*City of Watsonville*)

EXCUSED: None

ABSENT: Oscar Sanchez (*2nd District*)

STAFF: Kaite McGrew (*Commissions Manager*)

GUESTS: Sheriff Chris Clark (*County Sheriff*), and 4 members of the public were present.

1. Call to Order/Roll Call/Agenda Review

Meeting convened at 6:02 PM.

Commission welcomed new Santa Cruz City Commissioner Aracely Contreras.

2. Approve February 4, 2026 Minutes

Motion to approve minutes as written.

Motion/Second: Flores/Nevarez

Motion passed unanimously.

3. Public Comment

4. New Business/Continuing Business/Action Items

4.1. Latino Representation in Sergeant and Special Teams Assignments Update

Sheriff Clark provided an overview of the Sheriff's Office efforts to increase diversity and inclusivity in leadership and promotional opportunities. He highlighted significant increases in Latino representation in leadership roles (e.g., 60% of Detectives, 50% of Correctional Sergeants, and 58% of Supervising Correctional Officers). Flores Martinez arrived. New initiatives to support Latino advancement include standardizing and improving transparency in promotional and special assignment processes, developing a robust mentorship program, and improving the transparency of the application process for Special Teams to include structured interviews, and interview feedback to support career advancement. Commissioners discussed applicant demographics, hiring panel composition, and potential barriers within promotional processes. Sheriff Clark also shared information about the department's efforts to address workplace culture and accountability, including training related to professionalism, inclusivity, and prevention of harassment and bias. Staff suggested that a future presentation include updated demographic data and progress on implementation of these initiatives.

Motion to establish an Ad Hoc Subcommittee to Draft an Advocacy Letter to the Board of Supervisors for Consideration by the Commission

Motion/Second: Nevarez/Lopez

Motion passed unanimously.

Chair appointed De Santos, Nevarez, Rocha, and Flores-Martinez

4.2. Officer Elections

Motion to elect Flores as Commission Chair and Nevarez as Vice Chair.

Motion/Second: Rocha/Lopez

Motion passed unanimously.

4.3. SCC Chapter 10.07 *Use of County Property for Civil Immigration Enforcement Prohibited*

Staff shared information about SHIELD activities including the new ordinance SCCC Chapter 10.07 prohibiting use of County property by Federal Immigration officials. Commission discussed establishing an ad hoc subcommittee to consider recommendations to the Board on ideas for enforcement of the ordinance, among other immigration advocacy duties.

Motion to establish an Ad Hoc Immigration Advocacy Subcommittee

Motion/Second: Longoria/Nevarez

Motion passed unanimously.

Chair appointed Nevarez, Lopez, Longoria, and Flores.

4.4. Consider Establishing an Ad Hoc Hispanic Heritage Month Subcommittee

Motion to establish an Ad Hoc Hispanic Heritage Month Subcommittee

Motion/Second: Lopez/Longoria

Motion passed unanimously

Chair appointed Flores, Longoria, Contreras and De Santos.

4.5. Consider 2027 Meeting Schedule

Motion to approve and adopt the 2027 Meeting Schedule

Motion/Second: Flores/Nevarez

Motion passed unanimously

5. Commissioner Reports:

5.1. District 1 (*Flores-Martinez*)

Flores-Martinez encouraged Commissioners to attend a community input meeting at the new Valle de Pajaro County Park on May 2nd.

5.2. District 2 (*Sanchez*) – No Report

5.3. District 3 (*Flores*)

Flores encouraged Commissioners to provide public comment on the County's proposed 3-Year Behavioral Health Services Plan.

5.4. District 4 (*De Santos*) – No Report

5.5. District 5 (*Longoria*) – No Report

5.6. Santa Cruz City (*Nevarez, Contreras*)

Nevarez shared that the Capitola FLOCK contract ended but may be renewed. Contreras shared information about her background and interests.

5.7. Watsonville City (*Lopez, Rocha*) – No Report

6. Staff Report: No Report

7. Adjournment

Meeting adjourned at 7:53 PM.

Submitted by: Kaite McGrew, *Commissions Manager*



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: Board of Supervisors - Fifth District and Fourth District

Subject: Report and Recommendations of the S.H.I.E.L.D. Ad Hoc Board Subcommittee

Meeting Date: May 19, 2026

Formal Title: Consider second report and recommendations of the ad hoc Board Subcommittee to Safeguard Health, Inclusion, Essential Services, and Local Defense (S.H.I.E.L.D.), and take related actions

Recommended Actions

1. Accept and file second report from the ad hoc Board subcommittee to Safeguard Health, Inclusion, Essential Services, and Local Defense (S.H.I.E.L.D.) on its latest findings and recommendations;
2. Accept and file report from the Office of the Inspector General Reviewing the Sheriff's Office Policies and Compliance on Issues Related to Data from Flock Automated License Plate Recognition Systems;
3. Approve addition of Section 1600 – Federal Immigration Enforcement Engagement and Oversight Policy to Title VII of the County Policy and Procedures Manual;
4. Direct the Clerk of the Board to make the identified changes to the County Policy and Procedures Manual;
5. Approve a resolution approving support for California law promoting transparency and accountability in law enforcement operations;
6. Direct the Clerk of the Board to transmit copies of this resolution to the governing bodies of the cities of Santa Cruz, Watsonville, Capitola, Scotts Valley, and other surrounding jurisdictions within the Central Coast region, and encourage those jurisdictions to consider adopting similar resolutions in support of transparency and accountability in law enforcement operations; and
7. Direct the S.H.I.E.L.D Subcommittee to return on or before September 8, 2026, with their next report.

Executive Summary

On January 27, 2026, the Board of Supervisors (Board) authorized the establishment of an ad hoc subcommittee of the Board to Safeguard Health, Inclusion, Essential Services, and Local Defense (S.H.I.E.L.D.) in the context of increased federal immigration enforcement actions and federal budget cuts to services that disproportionately impact our immigrant community.

On March 10, 2026, the S.H.I.E.L.D. Subcommittee provided its first report and was directed to return on or before May 19, 2026 to provide updates on current efforts to better prepare the County for potential large-scale immigration enforcement action; to safeguard access to services and facilities; and to coordinate with community and

governmental partners.

Accordingly, the Board will receive a report from S.H.I.E.L.D. Subcommittee members Supervisor Martinez and Supervisor Hernandez and consider their recommendations.

Discussion

The S.H.I.E.L.D. Subcommittee was established to support Santa Cruz County's coordinated, lawful, and timely preparedness in response to increased federal immigration enforcement actions. Its focus is on internal County preparedness, including:

- Reviewing and strengthening County department protocols related to immigration enforcement encounters in County facilities.
- Identifying legal, operational, and policy gaps that may affect service access or County compliance with state and federal law.
- Assessing continuity of essential services, including health, social services, and public benefits.
- Exploring funding strategies and resource needs related to service access and community stabilization.
- Coordinating with other local jurisdictions, school districts, and regional partners on preparedness and response.
- Developing potential policy recommendations for Board consideration.

Since its first report on March 10, 2026, the S.H.I.E.L.D. Subcommittee has continued to work on strengthening County policies and operational protocols, as outlined below.

Reviewing and Strengthening County Protocols

1. Implementation of the Santa Cruz County Code Chapter 10.07 Prohibiting the Use of County Property for Civil Immigration Enforcement

To ensure that Santa Cruz County resources are not used to enforce federal immigration law based solely on immigration status, on March 10, 2026, the Board of Supervisors approved in concept an ordinance adding Chapter 10.07 to the Santa Cruz County Code to prohibit the use of County property for civil immigration enforcement (Ordinance) and directed the County Executive Office (CEO) to identify County-owned and County-controlled sites appropriate for signage and access controls. The ordinance was adopted on March 24, 2026, and went into effect on April 24, 2026.

The CEO identified 20 properties as the most appropriate for signage. Signs will include language in English and Spanish and be located at the primary entrances of the parks and parking lots identified by the CEO. Translations in additional languages can also be made available by placing a QR code on the sign. The production and installation of signage cost approximately \$4,000 and is funded by the CEO's Fiscal Year (FY) 2025-26 budget.

2. Addressing Gaps in Department Protocols and Level of Preparation

In 2025, the six County departments most likely to be impacted by federal immigration activity developed and/or updated policies and procedures on how to prepare for and interact with immigration enforcement officers. However, the remaining departments lacked clear guidance on what to do should they encounter federal immigration

enforcement agents.

To ensure that procedures exist for all County staff, the CEO worked with the Safety Officer in the Human Resources Department to prepare the Federal Immigration Enforcement Engagement and Oversight Policy for all Santa Cruz County departments, facilities, and staff (Attachment A). These procedures establish County protocols for staff when federal immigration enforcement agents are present on, or attempt to access, a County facility or engage staff in the course of County business, with the goal of ensuring that interactions are handled consistently, lawfully, and in a manner that protects the safety and privacy of staff, clients, and the public.

The S.H.I.E.L.D. Subcommittee recommends that the Board approve the proposed Federal Immigration Enforcement Engagement and Oversight Policy. Once this policy is approved by the Board, the CEO and Safety Officer will work to develop and implement a countywide training to ensure all employees understand and consistently apply these protocols.

3. Data Collection and Privacy: The Usage of Automatic License Plate Reader Data by the Santa Cruz County Sheriff's Office

Over the last year and a half, many Santa Cruz residents expressed concerns that data collected by Automatic License Plate Recognition (ALPR) cameras – such as FLOCK cameras – might be used to track immigrants. The County of Santa Cruz does not utilize ALPR cameras within its jurisdictional boundaries, but the Sheriff's Office does access data collected by ALPRs in other districts through a state intelligence center – the Northern California Regional Intelligence Center (NCRIC).

Given the level of concern about how law enforcement is using data – whether created by the County or not – the County Executive Officer requested that the Office of the Inspector General (OIG) perform an audit of the Sheriff's Office policies on accessing ALPR data and its compliance with those policies.

During the one-month period for which the OIG reviewed data, Sheriff's Office deputies accessed ALPR information via NCRIC 794 times. Review of the stated reasons for searches identified no indicators of use for immigration enforcement purposes and there were only two instances of searches that utilized a nationwide filter (rather than being confined to California). Both cases were reasonably justified, as they involved a missing or runaway person investigation. Furthermore, the majority (88%) of the ALPR queries conducted during the review period were plate-specific lookups, while only 12% were broader, pattern-based searches. This distribution reflects utilization of ALPR data for targeted investigative purposes, focusing on known license plates rather than conducting broad or exploratory sweeps. The limited pattern-based searches done by the Sheriff's Office appears to be associated with specific investigations, such as weapons-related incidents or missing person cases, where identifying a suspect vehicle by description, rather than a known plate, is reasonably necessary.

Attached hereto is the Inspector General's complete report detailing the audit and the resulting development of a comprehensive end-user policy governing the collection, access, retention, and sharing of ALPR data (Attachment B).

The Sheriff's Office's new ALPR policy fully addresses its obligations under California law and includes appropriate restrictions on the use and sharing of data either for federal immigration enforcement purposes or for out-of-state enforcement actions concerning reproductive and gender-affirming care. It will also enhance the ability to monitor and track deputies' queries of the statewide intelligence center, which the OIG will continue to review to independently verify that there continues to be no improper access to or sharing of ALPR data.

Working with Our Community Partners

Since its last report, the S.H.I.E.L.D. Subcommittee has continued to strengthen communication with community-based organizations, legal service providers, educational partners, and local jurisdictions to assess service continuity risks and coordination needs.

On May 1, 2026, the S.H.I.E.L.D. Subcommittee convened a Community Service Provider Roundtable to update Community Partners on work being done at the County and in the region, and to assess the impacts of federal policy on Santa Cruz County residents, including those that disproportionately affect our immigrant communities.

At the May 1st meeting, the Sheriff's Office Deputy Chief of Operations helped clarify and address questions as to how County law enforcement can be expected to help keep the peace in the context of immigration enforcement activity. It was reiterated that, in compliance with state law, the Sheriff's Office will not assist federal agents with immigration enforcement, and while the Sheriff's Office cannot obstruct federal agents from carrying out their work – members of the public are welcome to call 911 if they believe that immigration enforcement agents are violating someone's rights or acting outside of their duties. Local law enforcement will work to deescalate and keep the peace.

At this convening, the S.H.I.E.L.D. Subcommittee also sought updated input regarding what impacts and barriers to accessing services are being observed by community service providers. The subcommittee will continue to convene these Community Partner Roundtables on a quarterly basis.

In addition to the Community Partner Roundtable, Supervisors Martinez and Hernandez and their staff have continued to meet with representatives from higher education institutions, rapid response networks, and service coordination groups to ensure alignment between County administrative actions and community-based response efforts. This engagement is intended to ensure that County administrative actions are informed by on-the-ground conditions and that County efforts complement existing community-led response structures.

Future work will include increased structured interagency coordination to promote consistency in facility protocols and public messaging; share best practices and lessons learned; identify cross-jurisdictional service continuity risks; and reducing duplication of effort in a resource-constrained environment.

Working with Our Regional Partners

Since formation of the S.H.I.E.L.D. Subcommittee, Supervisors Martinez and Hernandez, County Executive Officer Coburn, and support staff have participated in

regional discussions focused on preparedness, service continuity, and interagency alignment. Recent regional meetings in which S.H.I.E.L.D. members participated are described below.

1. Coordination with State and County Representatives

Supervisor Martinez was invited to participate in an immigration roundtable hosted by California Assembly Speaker Robert Rivas. The April 24, 2026 meeting included local elected officials and community leaders from Assembly District 29, representing Santa Cruz, Monterey, Santa Clara, and San Benito counties. The roundtable featured a presentation by Graeme Blair on the Deportation Data Project, an initiative that obtains, publishes, and analyzes internal U.S. government immigration enforcement data through public records litigation.

Participants also reviewed major immigration-related laws, including California Values Act, which limits how California law enforcement agencies and officers may cooperate with federal immigration enforcement activities. In addition, Speaker Rivas provided an overview of proposed 2026 immigration legislation and discussed the anticipated state budget landscape and its potential implications for local governments and community services.

2. Belonging to the Bay Regional Collaboration

Pursuant to Board direction on January 27, 2026, designated County staff have joined Supervisors Martinez and Hernandez in regional meetings and interim working groups to ensure Santa Cruz's sustained coordination with neighboring counties. As a result, if large-scale immigration enforcement action commences in any of the Bay Area counties, all the neighboring counties will be informed.

On March 27, 2026, Supervisor Martinez and staff attended the latest convening known as the "Belonging to the Bay." At this meeting, Bay Area and Central Coast counties heard from the County Administrative Office and Health Services Agency from Hennepin County, Minnesota. The ongoing large-scale immigration enforcement actions in the Minneapolis area have significantly impacted the economy, needs, and methods by which services can be effectively delivered there.

The federal enforcement actions in Hennepin County have significantly impacted their local economy at a time when federal funding is also being cut. Many residents are afraid of leaving their homes, preventing them from working or shopping at local businesses. As a result, businesses are suffering and unable to maintain staff. Residents are also unable to pay for basic needs, such as food, medicine, and housing. In addition to increased need, the situation in Hennepin County has resulted in widespread service disruptions. Residents stopped showing up to doctor appointments or to receive healthcare services. Children started missing school and youth programs. Employees increasingly missed work due to fears of interacting with federal agents or out of a need to attend to impacted friends and family.

The impacts of the large-scale civil immigration enforcement action in Minneapolis are not unlike those of the COVID-19 pandemic: a large portion of the population cannot leave the home, resulting in downstream economic harm rippling through the community, increased basic needs, and a need to modify delivery of services to effectively assist the community at home or through remote technologies. Key differences from the pandemic are that some portions of the population may be unaffected (and potentially willing to assist) and the extra resources the federal government provided to mitigate the effects of the pandemic are unlikely to be provided. What is clear is that if large-scale civil immigration enforcement comes to Santa Cruz, it will likely be just as harmful and traumatic as any other disaster, and the County needs to prepare accordingly.

The S.H.I.E.L.D. Subcommittee will continue to attend and collaborate with our neighboring counties through the Belonging to the Bay group in order to continue to learn from each other and align action where it makes sense.

Resolution Supporting California Law Promoting Transparency and Accountability in Law Enforcement Operations

The S.H.I.E.L.D. Subcommittee recommends that the Santa Cruz County Board of Supervisors adopt a resolution (Attachment C) in support of California law enacted through Senate Bill (SB) 627 (No Secret Police Act), which promotes transparency and accountability in law enforcement operations.

Signed into law in September 2025 and effective January 1, 2026, SB 627 establishes requirements that law enforcement officers operating within California:

- Refrain from wearing face coverings that conceal their identity while performing official duties, with limited exceptions; and
- Clearly display visible identification, including name or badge number, during enforcement operations.

The proposed resolution affirms the County's commitment to public safety, transparency, and civil rights by recognizing that clear identification of law enforcement officers strengthens community trust, reduces confusion, and supports accountability. The resolution also supports broader efforts that reinforce these principles, including preventing impersonation of law enforcement and ensuring that enforcement authority is exercised by clearly identifiable and accountable personnel.

The resolution further acknowledges the importance of these protections for Santa Cruz County residents, including immigrant and agricultural worker communities in the Pajaro Valley and South County, and supports ongoing efforts to ensure all residents can safely access services and participate in community life.

1. Transparency and Accountability in Law Enforcement

Transparency in law enforcement operations is essential to maintaining public trust and ensuring accountability. When individuals exercising law enforcement authority are clearly identifiable, it promotes confidence in public institutions and helps ensure that enforcement actions are conducted lawfully and appropriately.

SB 627 establishes clear standards requiring law enforcement officers to be identifiable during operations. These requirements are intended to improve transparency, strengthen accountability, and ensure that members of the public can recognize the authority under which officers are acting. While they provide a good foundation, more could also be done – such as including safeguards against impersonation and clear protocols that reinforce accountability in enforcement practices.

2. Public Safety and Community Trust

Community trust is a critical component of effective public safety. When residents feel safe interacting with law enforcement, they are more likely to report crimes, cooperate with investigations, and access services. Conversely, enforcement actions involving unidentified or masked officers may create confusion and fear, potentially discouraging community engagement and undermining public safety outcomes.

By supporting state law and reinforcing these principles, the County affirms that transparency and clear identification in law enforcement operations are essential to maintaining trust and ensuring that all residents feel safe engaging with public institutions.

3. Protection Against Impersonation

Requiring visible identification helps reduce the risk of individuals impersonating law enforcement officers. Clear identification standards provide an additional safeguard to ensure that residents can distinguish legitimate law enforcement activity from potential fraud or misconduct. The County supports continued efforts to strengthen these protections and ensure accountability in all enforcement activities.

4. Local Context: Santa Cruz County Communities

Santa Cruz County is home to diverse communities, including a significant immigrant and agricultural workforce concentrated in the Pajaro Valley and South County. Ensuring that residents can clearly identify law enforcement officers is particularly important in communities where fear or uncertainty regarding enforcement activities may discourage individuals from reporting crimes or accessing services.

The resolution aligns with the County's longstanding commitment to equity, including its declaration of racism as a public health crisis and ongoing efforts to promote equitable access to County services.

5. Consistency with County Values and Policies

This resolution supports policies that:

- Promote transparency and accountability in government;
- Protect civil rights and civil liberties;
- Encourage community trust in public institutions; and
- Support equitable access to services for all residents.

The resolution does not impose new local regulatory requirements but expresses the County's support for existing California law and its alignment with County priorities.

Ongoing Work and Next Steps

The S.H.I.E.L.D. Subcommittee's next phase of work will continue to build on the internal policy review and stakeholder engagement described above to ensure operational readiness. Future work will include:

- Beginning department-level training to ensure consistent application of deescalation procedures, documentation standards, and legal boundaries.
- Developing a Concept of Operations (CONOP) to clarify County roles, interdepartmental coordination, and communication pathways in the event of significant federal immigration activity. The framework will adhere to state and federal law, incorporate community-informed perspectives, and focus on mitigating service disruption without interfering with federal authority.
- Reaching out to the emergency services staff of Monterey County, City of Santa Cruz, City of Scotts Valley, City of Capitola, and City of Watsonville to explore the potential to align CONOP plans.
- Holding a Community Service Provider Roundtable in August 2026 to begin scenario planning efforts and continue gathering community input, strengthening coordination, and fostering collaboration among service providers and community partners.

The subcommittee will also continue to monitor County service utilization trends and impacts reported by our community-based partners to identify potential early indicators of service avoidance or disruption and potential solutions. Lastly, the subcommittee will provide updates to the Board as implementation progresses and will return with additional policy or funding recommendations as warranted.

Financial Impact

There is no immediate fiscal impact associated with accepting this report. The cost to produce and install signage announcing the SCCC § 10.07 prohibition of the use of County property for civil immigration enforcement is approximately \$4,000 and funded by the CEO's FY 2025-26 budget.

Strategic Initiatives

Operational Plan - Comprehensive Health & Safety

Submitted By:

Monica Martinez, Fifth District Supervisor and Felipe Hernandez, Fourth District Supervisor

Recommended By:

Nicole D. Coburn, County Executive Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.



COUNTY OF SANTA CRUZ

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Nicole D. Coburn, County Executive Officer

News Release

Date: June 11, 2026

Contact: Jason Hoppin

jason.hoppin@santacruzcountyca.gov

COUNTY TO SUPPORT SUIT OVER PLANNED ICE FACILITY

The County of Santa Cruz today announced its intention to sign an amicus curiae brief in support of litigation brought by the California Attorney General and Santa Clara County regarding a planned federal immigration enforcement facility near Gilroy.

The lawsuit seeks judicial review of a facility that public records indicate is intended to support U.S. Immigration and Customs Enforcement (ICE) operations. The plaintiffs allege the project was undertaken without required local review and permitting processes.

While the proposed facility would be located in neighboring Santa Clara County, the facility would have impacts throughout the Central Coast region.

"Santa Cruz County communities are deeply connected to those throughout the region," Board of Supervisors Chair Monica Martinez said. "Our immigrant families deserve transparency, public accountability and compliance with established legal processes. The County intends to participate through an amicus filing consistent with its ongoing efforts to understand, prepare for and fight back against the regional impacts of federal immigration enforcement activities."

"Many residents throughout our region are experiencing uncertainty and fear regarding federal immigration enforcement activity," Supervisor Felipe Hernandez said. "We have a responsibility to understand and prepare for the impacts these actions may have on local families, schools, healthcare systems and community organizations. Our participation reflects that commitment."

This support of Santa Clara County is a continuation of ongoing work by the Santa Cruz County Board of Supervisors to evaluate and address the local impacts of federal immigration policies. In January, the Board established the S.H.I.E.L.D. (Safeguarding Health, Inclusion, Essential Services and Local Defense) Ad Hoc Subcommittee, which crafted an ordinance barring the use of County property for immigration enforcement and County policies protecting residents who access healthcare, education, public benefits and other essential services regardless of changing federal immigration enforcement priorities.

For more information regarding the County's immigration preparedness efforts, visit www.santacruzcountyca.gov.

SERVING THE COMMUNITY | WORKING FOR THE FUTURE



Ad Hoc Subcommittee Guide

Quick Reference

✓ DO

- Ensure the subcommittee is **fewer than a quorum** of the Commission.
- Stay within the specific assignment authorized by the Commission.
- Designate a Chair (and, if desired, a Vice Chair).
- Establish a meeting schedule.
- Include **every subcommittee member** and the **assigned staff liaison** in all communications.
- Meet remotely unless there is a compelling reason to meet in person.
- Report your progress at every regular Commission meeting during the life of the subcommittee.
- Work collaboratively and strive for consensus.
- Complete your assignment promptly.

✗ DON'T

- Include Commissioners who are **not** members of the subcommittee in discussions about the subcommittee's work.
- Include members of the public in the subcommittee's internal deliberations.
- Exceed the authority delegated to the subcommittee by the Commission.
- Continue operating after your assignment has been completed or six months have elapsed.

Frequently Asked Questions

What is an ad hoc subcommittee?

An ad hoc subcommittee is a temporary group of Commissioners established by the Commission to carry out a specific, limited assignment.

The Commission determines the scope of the subcommittee's work when it creates the subcommittee. Depending on its assigned purpose, the subcommittee may be authorized to research an issue, develop recommendations, coordinate or implement a project, organize an event, prepare educational materials, draft correspondence or reports, or complete another specific task on behalf of the Commission.

An ad hoc subcommittee exists only for the purpose assigned to it and may not act outside the authority granted by the Commission.

How many members can serve on an ad hoc subcommittee?

An ad hoc subcommittee must always consist of **fewer than a quorum** of the Commission.

How long does an ad hoc subcommittee exist?

An ad hoc subcommittee exists only until it completes its assigned task or **six months from the date it was established, whichever occurs first.**

Once its work is complete or six months have elapsed, the subcommittee is automatically dissolved. If additional work is needed after six months, the Commission may establish a new ad hoc subcommittee.

Does the subcommittee have officers?

Yes. Every ad hoc subcommittee should designate one member to serve as **Chair**. The subcommittee may also choose to designate a **Vice Chair**.

The Chair is responsible for scheduling the meetings, coordinating the work of the subcommittee, coordinating with staff as needed, and providing status reports to the Commission.

How are meetings scheduled?

The members of the subcommittee are responsible for establishing their own meeting schedule.

Staff will gladly assist with creating Zoom or Microsoft Teams meetings and Outlook invitations for the subcommittee upon request if provided with the meeting dates and times.

Subcommittees are encouraged to meet as often as necessary to complete their assignment.

Should the subcommittee meet remotely or in person?

Subcommittees should **plan to meet remotely**.

Remote meetings are typically the most efficient use of everyone's time. They make it easier for Commissioners and staff to participate without unnecessary travel and provide the greatest scheduling flexibility.

If the nature of the work cannot be completed without meeting in person (e.g., installing an exhibit, hosting an event, or some other activity that requires physical presence to complete), the subcommittee may certainly do so. However, an in-person meeting should be scheduled **only when every participant agrees it is necessary**. If any participant—including a Commissioner or the assigned staff liaison—prefers to meet remotely and the work can be completed remotely, the meeting should instead be held remotely.

How may the subcommittee work together?

Ad hoc subcommittees are intentionally flexible.

Members may collaborate using whatever methods best support the work of the subcommittee, including:

- Zoom or Microsoft Teams meetings
- Conference calls
- Email correspondence
- Collaboration on shared documents or shared drives
- Other collaborative tools approved by staff

Members do **not** need to meet at the same time or in the same place in order to accomplish the subcommittee's work. They may collaborate over time using any of the

methods listed above, allowing members to contribute whenever they are available while keeping the project moving forward.

Who should be included in subcommittee communications?

All substantive communications regarding the subcommittee's work should include:

- Every member of the subcommittee; and
- The assigned staff liaison.

Subcommittee members should conduct all substantive discussions with all members of the subcommittee and copy staff. Keeping all members informed ensures that everyone has the same information and the same opportunity to participate in developing the subcommittee's work.

Commissioners who are **not** members of the subcommittee **should not be included** in discussions regarding the subcommittee's work before it is presented to the full Commission. Likewise, members of the public should not participate in the subcommittee's internal deliberations. **Public input should instead occur when the subcommittee reports to the Commission during a public meeting.**

Does every member have to participate each time the subcommittee meets?

Not necessarily.

The subcommittee may continue working whenever enough members are available to move the project forward. Information from meetings where not all members were present should be distributed to the entire subcommittee and staff after the meeting to keep everyone informed and allow for feedback from members who could not be present.

For very small subcommittees—those with very few members—it is generally preferable to wait until most or all members are available before making significant decisions or developing recommendations so that the work reflects the views of the entire subcommittee.

Does the subcommittee have to follow formal parliamentary procedure?

No.

Ad hoc subcommittees are intended to operate informally. Formal motions, seconds, and parliamentary procedure are generally unnecessary.

Members should discuss issues openly and work toward consensus whenever possible. When consensus is apparent, no formal vote is necessary. If it is not clear that a consensus exists, the Chair should simply ask for a vote so that the decision or recommendation of the subcommittee is clear.

Does the subcommittee have to keep minutes?

No.

Formal minutes are not required.

However, subcommittees should maintain their working documents, draft materials, and project files in the designated shared location whenever practical so that all members and staff have access to the current work product.

Does the subcommittee report back to the Commission?

Yes.

At every regular Commission meeting that occurs during the life of the subcommittee, the Chair (or another designated member) should provide a brief status report describing the progress of the subcommittee's work. Even if the subcommittee has not met or progressed on their task, that should be reported at the meeting.

Following each report, the Commission should provide an opportunity for public comment so Commissioners and the subcommittee may hear community input while the project is still under development. Public input received during these updates can help inform the subcommittee's ongoing work before it is finalized.

Can the subcommittee take action?

Yes—within the scope of the authority granted by the Commission.

The Commission may authorize an ad hoc subcommittee to carry out a specific assignment on its behalf, such as coordinating an event, implementing a project, conducting research, preparing educational materials, drafting correspondence or reports, developing recommendations, or completing another assigned task.

The subcommittee may not exceed the authority delegated to it by the Commission. Matters reserved for action by the full Commission must be brought back to the Commission for consideration and action.

What makes an ad hoc subcommittee successful?

Successful ad hoc subcommittees:

- Clearly understand the assignment given by the Commission.
- Select a Chair to coordinate the work.
- Keep all members and the assigned staff liaison included in communications.
- Meet remotely unless every participant agrees that an in-person meeting is necessary.
- Communicate frequently and collaborate openly.
- Keep the Commission informed through regular status reports.
- Consider public input collected during Commission meetings throughout the life of the project.
- Complete their assignment promptly so the subcommittee can be dissolved once its work is finished.

Ad hoc subcommittees provide Commissioners with a flexible and efficient way to accomplish focused projects between regular Commission meetings while ensuring that the Commission and the public remain informed of their progress.



Santa Cruz County Latino Affairs Commission

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commissions@santacruzcounty.us

www.scclatinoaffairs.org

Scheduled Meetings

Unless otherwise specified, regularly scheduled Latino Affairs Commission meetings are generally held as follows:

DAY: First (1st) Wednesday
MONTH: Every other month (February, April, June, August, October and December)
TIME: 6:00 PM – 7:30 PM
LOCATION: **United Way of Santa Cruz County****
4450 Capitola Road, Ste 106, Capitola, CA 95010

****Changes to the schedule**, including special meetings, changes of location, or meeting cancellations, will be listed on the website at www.scclatinoaffairs.org as soon as information becomes available.

2026 Meeting Dates		
DATE	TIME	LOCATION
February 4, 2026	6:00 – 7:30 PM	United Way
April 1, 2026	6:00 – 7:30 PM	United Way
June 3, 2026	6:00 – 7:30 PM	United Way
August 5, 2026	6:00 – 7:30 PM	United Way
October 7, 2026	6:00 – 7:30 PM	United Way
December 2, 2026	6:00 – 7:30 PM	United Way

Public Participation

- Please check the meeting agenda to learn details about how to participate in the commission meeting.
- If you need special accommodations, please call 454-2935 or TDD: 711 (California Relay Service) at least 48 hours before the meeting.