

County of Santa Clara
Office of the County Executive

County Government Center, East Wing
70 West Hedding Street, 11th Floor
San Jose, California 95110
(408) 299-5105



July 19, 2021

To: Honorable Members of the Board of Supervisors
Jeffrey V. Smith, M.D., J.D., County Executive

From: Zelica Rodriguez-Deams, Manager, Office of Immigrant Relations
Rocio Luna, Deputy County Executive

Subject: Needs Assessment on Immigrant Community Needs, Workplan and Timeline

At the June 17, 2021, Board of Supervisors meeting (Item No. 86), the Board requested additional information relating to timeline and workplan for a needs assessment on immigration related services. Because the last needs assessment was done 20 years ago, the needs assessment would include an updated demographic profile of the immigrant community, future projections, community priorities, service profile including legal services, gaps in service delivery, strengths, and assets within the context of a changing immigration system and learning best practices for a pandemic-related recovery in the immigrant community.

The following summary provides an update on proposed goals of the needs assessment, draft workplan, timeline, and estimated costs.

Goals of the assessment:

1. Understand the current composition of the immigrant community
2. Identify current assets, strengths, and community priorities to ensure appropriate resources and supports
3. Determine gaps and challenges in service delivery across populations and geography including immigration legal services, mental health, health, education, housing and workforce development services.
4. Develop clear recommendations, and strategies to maximize skills, resources, and services in the community to increase protections and promote a welcoming community.

The needs assessment is anticipated to begin October 2021, with an estimated end date of August 2022. However, as COVID-19 response and impacts of the pandemic have presented unforeseen time delays, below is a draft general contingency workplan.

Workplan:

2 months	<u>Project Management</u> Vendor Procurement
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Board of Supervisors: Mike Wasserman, Cindy Chavez, Otto Lee, Susan Ellenberg, S. Joseph Simitian
County Executive: Jeffrey V. Smith

	<p>Developing comprehensive needs assessment plan Identifying key stakeholders and communities for engagement</p>
1 month	<p><u>Secondary Data Review</u> Demographic and Geographic information Previous needs assessment Review of existing support system Past and ongoing initiatives serving the immigrant community Research, population level data, consistent and surfacing trends</p>
2 months	<p><u>Stakeholder and Community Engagement</u> Determine protocols for engagement Develop materials for surveys, focus groups, town halls, interviews, etc.</p>
3 months	<p><u>Primary Data Collection</u> Interviews Focus Groups Listening Sessions Town halls</p>
2 months	<p><u>Data Analysis</u> Assess Community Priorities Assess Capacity to address community priorities</p>
2 months	<p><u>Recommendation and Report Development</u> Present priorities to community and County stakeholders Present strategies to address priorities Determine capacity, resources, and anchor organizations across the County</p>
2 months	<p><u>Action Plan Creation</u> Finalize report to include data, recommended strategies, and possible metrics Develop implementation planning in collaboration with County's immigrant community.</p>

A countywide needs assessment would likely require the support of an external vendor with expertise and experience in conducting needs assessments with diverse immigrant communities. The cost is estimated to range between \$250,000-\$350,000. In September 2022, OIR will undertake an informal bid process to better assess the cost of the assessment. Depending on the outcome of this process, OIR may return to the Board with a budget modification request to fund this assessment.