



# COUNTY OF HUMBOLDT

For the meeting of: 7/13/2021

---

File #: 21-785

---

**To:** Board of Supervisors

**From:** Probation

**Agenda Section:** Consent

**SUBJECT:**

Allocation of 1.0 Full-time Equivalent (FTE) Correctional Cook (0433) and Related Supplemental Budget, Probation Department Budget Unit 234 (4/5 Vote Required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation an additional 1.0 FTE Correctional Cook (0433) (salary range \$15.96 - \$20.49) position to the Probation Department in Budget Unit 234; and
2. Approve the attached supplemental budget in the amount of \$66,124 in budget 234 to cover the cost of that position

**SOURCE OF FUNDING:**

Youthful Offender Block Grant 1100-234-6011

**DISCUSSION:**

Section 850 of the California Welfare and Institutions Code mandates every county Board of Supervisors to provide, maintain and fund a suitable house or place for the detention of wards of the juvenile court and of person alleged to come within the jurisdiction of the juvenile court. Such place shall be known as the Juvenile Hall of the County. The Humboldt County Probation Department is aware of this mandate and takes seriously the responsibility of the care, custody and control of detained youth in the Juvenile Hall. An important and often overlooked part of operating a 24-hour facility is the kitchen staff. Kitchen staff oversee menu planning, nutrition requirement compliance, procurement of food and other kitchen items, preparation of, and service of meals and snacks.

For some time, Probation has been operating with inadequate staffing in this area and has been able to make do through a combination of extra-help and borrowing a correctional cook from the Mental Health Department. Recently, due to a combination of staff leaves and Covid-19 safety requirements, these measures have not been enough. Probation had to seek assistance from the Humboldt County Sheriff's Office in the form of prepared meals for youth in the facility. This emergency measure has a dual impact on the facility budget as it not only raises the cost of these meals, but it prevents Probation from recovering any of the cost via California's Child Nutrition Information and Payment System

(CNIPS).

Allocating another Correction Cook will enable Probation to return to preparing meals in-house, and participating in the CNIPS nutrition program. Included in this item is a supplemental budget request for this amount with funding coming from Humboldt County Probation's Youthful Offender Block Grant. The funding was budgeted below what was reported in the Governor's May revise and so there are adequate additional funds to support this position with no impact to the county's General Fund.

FINANCIAL IMPACT:

The addition of one Correctional Cook (0433) is estimated at \$66,124 annually and budgeted to Humboldt County Probation's Youthful Offender Block Grant, 1100-234-6011. There is no impact to the county General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may opt not to approve the allocation of this position or the corresponding supplemental budget request however this is not recommended. Proper kitchen staffing in the Juvenile Hall enables the Humboldt County Probation Department to meet mandates

ATTACHMENTS:

Supplemental Budget for budget unit 234

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A