



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-17

For the meeting of: April 22, 2014

Date: April 3, 2014
To: Board of Supervisors
From: William Damiano, Chief Probation Officer
Subject: Approve Supplemental Budget for Probation Department's Public Safety Realignment Budget Unit 294 and the allocation of one Administrative Analyst I/II position

RECOMMENDATIONS:

That the Board of Supervisors:

- 1. Approve the allocation of one 1.0 FTE Administrative Analyst I/II (class 0626, salary range 365/398) position in Budget Unit 294, effective May 11, 2014, (Attachment 1), and
- 2. Approve the Probation Department's Supplemental Budget request of \$259,731 for Fiscal Year 2013/14 (Attachment 2) to include the salary and benefit cost of the Administrative Analyst I/II and an increased appropriation of \$250,000 in contract services for Budget Unit 294 (4/5 vote).

SOURCE OF FUNDING:

Public Safety Realignment (AB 109) Allocation

DISCUSSION:

In 2011, with the passage and implementation of the California's Public Safety Realignment AB 109 legislation, County's Criminal Justice agencies, and various community-based organizations, have worked

Prepared by Mark Magladry, Legal Office Business Manager

CAO Approval Chris Dilligian

REVIEW: Auditor MSM County Counsel _____ Personnel [Signature] Risk Manager _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Lorelace Seconded by Supervisor Bass
Ayes Sundberg, Lorelace, Bohn, Fennell, Bass
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: April 22, 2014
By: [Signature]
Kathy Hayes, Clerk of the Board

together in executing the County's Public Safety Realignment Plan. The implementation of the plan took into consideration the risk and need characteristics of the AB 109 offender populations and an evaluation of the resources necessary to achieve desired public safety outcomes.

A major element of the plan was to integrated care programs that provided alternatives to incarceration. By utilizing custody diversion programs, with community supervision, evidence-based assessments, treatment, and programming have been supplied to AB 109 offenders. In addition, the plan outlined that the development and assessment of AB 109 policies and programs would be data-driven, to ensure the objectivity in the analysis and reporting of program outcomes and performances.

At their March 19, 2014 meeting, the Humboldt County Community Corrections Partnership (CCP) – Executive Committee approve two Probation Department requests. The committee approved the Department's proposals for:

1. Augment the contract services appropriation in Budget Unit 294 by \$250,000 for fiscal year 2013/14, and
2. Fund a 1.0 FTE Administrative Analyst I/II position for the Post Release Community Services (PRCS) Program.

In plans developed by the CCP, work with community drug treatment provider organizations has addressed substance use issues identified with AB 109 PRCS and mandatory supervision offender populations. Contracting with experienced public and private groups has assisted in providing substance abuse treatment and cognitive behavioral counseling, with other critical services, that are necessary to motivate offender behaviors and support reentry and reintegration into the community.

Those contract services that currently support AB 109 offenders include residential detox, residential alcohol/drug treatment (Crossroads, Humboldt Recovery Services, Alcohol and Drug Care Services), supervised sober living environment, clean and sober housing support, sex offender treatment, and other specialized services that address assessed offender needs. In the current fiscal year, the Probation Department has paid out approximately \$300,000 for contract services. Another \$250,000 has been obligated for services not yet provided and additional contract services will be required as the fiscal year progresses. Since the beginning of July 2013, the funds have supported over 280 individual referrals. The approval of the additional \$250,000 in funding will allow the Probation Department to meet anticipated contract services obligations for the remainder of this fiscal year.

The committee's approval to create an Administrative Analyst I/II position will allow the Probation Department to hire a staff member to assist with the evaluation of AB 109 related projects. The Administrative Analyst will assist the CCP in its plan to develop and implement monthly and year-to-date statistical monitoring from data collected from the Sheriff's Office, Probation Department, and Courts, among others.

Additional tasks for the new Administrative Analyst I/II include:

- Support data collection and management associated with CCP services that contribute to Humboldt State's California Center for Rural Policy data project, the Public Policy Institute of California project, and any future reporting requirements under the AB109 and related legislation.
- Work with stakeholders to develop, maintain and/or expand, data sharing capabilities, and coordinate meetings associated with these activities.
- Track the utilization of AB109 contract services and manage billing/accounting with provider organizations.

- Prepare regular and ad hoc reports for the CCP Executive and General Membership Committees to inform program management, implementation and decision making.
- Provide data quality controls to support validation of assessment tools (Ohio Risk Assessment System – Pretrial Assessment Tool, STRONG) and ensure fidelity to the evidence-based practices (Thinking for a Change, Effective Practices in Community Supervision, Moral Reconciliation Therapy, Integrated Dual Diagnosis Therapy, etc.) that are implemented.
- Support County’s Community Corrections Resource Center staff with coordination of multidisciplinary team meetings and case plan development and tracking on offenders pre-reentry from jail or prison.

FINANCIAL IMPACT:

With the Community Corrections Partnership (CCP) – Executive Committee authorization to fund the Probation Department’s two requests, Board of Supervisors’ approval is sought for the proposed supplemental budget of \$259,731, for costs for the remainder of FY 2013/14. \$250,000 of the funding will be used to augment contract services provided to AB 109 offenders and \$9,721 to fund the salary and benefits for a new Administrative Analyst I/II. Ongoing annual costs for the new position are estimated to be \$77,620. The funding for the supplemental budget and ongoing costs will come from County’s Public Safety Realignment (AB 109) Allocation, with no impact to the County General fund.

The approval of this supplemental budget will allow the Probation Department to continue its support of public safety services within the community and supports the Board’s Strategic Framework by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

The Executive Committee of the Community Corrections Partnership approved the increase in the contract services appropriation in Budget Unit 294 to provide additional services for AB 109 adult offenders and authorization to fund the new Administrative Analyst I/II position. Human Resources completed the Classification Review Request of the Administrative Analyst I/II position and the Auditor’s Office reviewed the Probation Department’s supplemental budget request.

ALTERNATIVES TO STAFF RECOMMENDATION:

The Board can choose not to approve this supplemental budget request; however, this is not recommended. The Probation Department plans to utilize the funding from this supplemental budget to continue to benefit services and programs related to the County’s Public Safety Realignment Plan. Without these community-based treatment services, offenders would remain enmeshed in their addictions and other mal-adaptive criminal behaviors and put community safety at risk. Failure of the Board to approve the supplemental budget would also severely limit the Community Corrections Partnership’s ability to gather and report data that are critical to program oversight, evaluations and decision making.

ATTACHMENTS:

1. Classification Review Request for an Administrative Analyst I/II approved by Human Resources on March 26, 2014
2. Supplemental Budget for Budget Unit 294

ATTACHMENT 1

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organization chart showing new positions to Personnel prior to the effective date of the new allocation.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Probation Date: March 25, 2014

Division/Unit/Location of new position: Realignment Unit at 404 H Street, Eureka

Name of contact person: Bill Damiano, Chief Probation Officer

Position Status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program: This is not a new program. The Probation Realignment Unit was established in response to May 2011 legislation to respond to realigned state corrections functions and sentencing changes.

Anticipated start date: Immediately Duration of grant: Unending

FTE of new position: 1.0 Budget Unit: 1100294

Name and title of person supervising this position: Shaun Brenneman, Probation Division Director

Name and title of anyone currently in your department performing the same or similar duties: Ryan Schlesiger

Please list the primary duties of this position in the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Administrative Analyst II DATE: 3/27/14

NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form and my discussion with Bill Damiano, HR recommends the appropriate classification for this position is Administrative Analyst I/II. Probation will need to

List the primary duties of the proposed position:

1. Support data collection and management associated with local Community Corrections Partnership (CCP) plan services that will feed the local HSU California Center for Rural Policy data project, the Public Policy Institute of California project, and all current and future required reporting under the AB109 and related legislation.
2. Work with all stakeholders to develop, maintain and/or expand, as appropriate, data sharing capabilities, and coordinate meetings associated with these activities.
3. Track the utilization of AB109 contract services and manage billing/accounting with provider organizations.
4. Prepare regular and ad hoc reports for the CCP Executive and General Membership Committees to inform program management, implementation and decision making.
5. Provide data quality controls to support validation of selected assessment tools (Ohio Risk Assessment System – Pretrial Assessment Tool, STRONG) and ensure fidelity to the evidence-based practices (Thinking for a Change, Effective Practices in Community Supervision, Moral Reconciliation Therapy, Integrated Dual Diagnosis Therapy, etc.) that are implemented.
6. Support Community Corrections Resource Center staffs with coordination of multidisciplinary team meetings and case plan development and tracking on offenders pre-reentry from jail or prison.

Indicate any required licenses: None

Add any additional information which might be useful for this review:

Dept. head signature William Damiano Date: March 26, 2014

PERSONNEL USE ONLY

prepare a report to the Board with the following recommendation: "That the Board of Supervisors approve the allocation of one 1.0 FTE Administrative Analyst III (class 0626, salary range 365/398) position in budget unit 294, effective _____." Please include a copy of this form with the report to the Board

ATTACHMENT 2

