COUNTY OF HUMBOLDT

For the meeting of: 8/22/2023

File #: 23-854

To: Board of Supervisors

From: Probation

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:
Professional Services Agreement with Fieldware, LLC. for Remote Check-In and Automated Notification Services

RECOMMENDATION(S):
That the Board of Supervisors:

1. Approve, and authorize Interim Chief Probation Officer, Coral Sanders to execute, the attached professional services agreement with the Fieldware, LLC. regarding remote check-in and automated notification services not to exceed $150,000 for the period of fiscal years 2023-24 through 2025-26; and
2. Authorize the Interim Chief Probation Officer, or Chief Probation Officer, to execute any and all subsequent amendments to the attached professional services agreement with Fieldware, after review and approval by County Counsel, Risk Management and the County Administrative Office.

SOURCE OF FUNDING:
1100-235-525004, Community Corrections Performance Incentive (SB-678) allocation

DISCUSSION:
In July 2012 Humboldt County Probation first contracted with Fieldware, LLC. to provide a proprietary automated supervision management service. Fieldware provides low- and moderate-risk adult offenders with the opportunity to call into the service in order to meet their probation supervision requirement. This has also been beneficial to the Probation Department by allowing officers to focus on more high-risk cases during times when the probationer-to-officer ratio was higher than the 50:1 probationer to probation officer caseload recommended by the American Probation and Parole Association (APPA). Nightly, a list of probationers on eligible caseloads (low to moderate risk) is pushed electronically to Fieldware, LLC. In order for a probationer to actually be eligible for this service, however, their Probation Officer must also register them with Fieldware. This ensures that no offender who requires in-person

supervision is ever automatically assigned to this service. Once registered, Fieldware sends out a letter designed by the Probation Department explaining the service and reporting requirements. Should the probationer fail to report, the probationer will receive a letter, again designed by the Probation Department, and the account is flagged in Fieldware as out of compliance and requiring officer resolution.

In addition to the automation of low-risk probationer reporting 24 hours a day 7 days a week, Fieldware also provides real-time client compliance statistics which further assists Probation Officers covering low and moderate risk caseloads to better manage their workload and ensure that
probationers are reporting regularly and are meeting the terms of their probation. Staff estimates at this time that there are roughly 400 probationers registered with Fieldware, but that number has been as high as 700. Accordingly, the Humboldt County Probation Department recommends that the Board of Supervisors approve, and authorize the Chief Probation Officer, or Interim Chief Probation Officer to execute, the attached professional services agreement with Fieldware, LLC. regarding the provision of remote check-in and notification services for the period of fiscal years 2023-24 through 2025-26. Staff also recommends that the Board authorize the Chief Probation Officer or Interim Chief Probation Officer to execute any and all subsequent amendments to the attached professional services agreement with Fieldware, LLC. after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in the provision of needed remote check-in and automated notification services.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	**FY23-24**	**FY24-25 Projected**	**FY25-26 Projected**
Budgeted Expenses	50,000	50,000	50,000
Additional Appropriation Requested	0	0	0
Total Expenditures	**50,000**	**50,000**	**50,000**
Funding Sources (Fund, Budget Unit)	**FY23-24 Adopted**	**FY24-25 Projected***	**FY25-26 Projected***
General Fund	0	0	0
State/Federal Funds	50,000	50,000	50,000
Fees/Other	0	0	0
Use of Fund Balance	0	0	0
Contingencies	0	0	0
Total Funding Sources	**50,000**	**50,000**	**50,000**

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:
Funds for this agreement are budgeted from Adult Probation (Budget unit 1100235-525004) which is the Community Corrections Performance Incentive (SB-678) allocation. The agreement spans 3 (three) fiscal years and is budgeted at $50,000 per year maximum. Expenditure appropriations related to the attached agreement has been included in the approved 2023-24 budget for the Probation Department in

1100-235-2118. Funding for the attached professional services agreement with Fieldware, LLC. is available through Humboldt County Probation's SB-678 allocation.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
N/A				

Narrative Explanation of Staffing Impact:
There is no staffing impact related to this agreement.

STRATEGIC FRAMEWORK:
This action supports the following areas of your Board's Strategic Framework.

Core Roles: Enforce laws and regulations to protect residents
New Initiatives: Provide community-appropriate levels of service
Strategic Plan: N/A

OTHER AGENCY INVOLVEMENT:
N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could choose not to approve the agreement or allow the Chief Probation Officer, or Interim Chief Probation Officer, to sign such agreements. However, this alternative is not recommended as this service agreement allows Probation to make the most of available resources by making certain that probationers at higher risk to recidivate are assigned to Probation Officers with smaller caseloads.

ATTACHMENTS:
1. Professional Services Agreement by and Between County of Humboldt and Fieldware, LLC.
2. Certificate(s) of Insurance, Fieldware, LLC.
3. Certificate(s) of Insurance, Fieldware, LLC., Worker's Compensation Policy

PREVIOUS ACTION/REFERRAL:
Board Order No.: 17-24
Meeting of: 6/14/16; 12/8/2020
File No.: 16-4131; 20-1480