




BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Probation  
**Department No.:** 022  
**For Agenda Of:** June 25, 2024  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:** N/A  
**Vote Required:** Majority

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**TO:** Board of Supervisors 

**FROM:** Department Holly L. Benton, Chief Probation Officer, (805) 803-8537  
Director(s)  
Contact Info: Damon Fletcher, Chief Financial and Administrative Officer,  
(805) 882-3654

**SUBJECT:** Conversion of Purchase Contract No. CN6394 with Vocation Training Center (VTC) for Meals at the Juvenile Justice Center (JJC) from July 1, 2023 – June 30, 2024 to a Board Contract

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve, ratify, and authorize the Chair to execute an Agreement for Services of Independent Contractor (Attachment A) with Vocation Training Center (VTC) to provide meals at the Santa Maria Juvenile Justice Center (JJC) for the period of July 1, 2023 through June 30, 2024, not to exceed the amount of \$249,243.90; this Agreement converts Purchase Contract No. CN6394 to a Board Contract with a total cost not to exceed the amount of \$249,243.90 inclusive of \$196,771.50 under Purchase Contract No. CN 6394; and this Agreement cancels, nullifies, and supersedes Purchase Contract No. CN6394, and any and all associated Change Order(s), which included a term of July 1, 2023 through June 30, 2024;
- B. Authorize the Chief Probation Officer or designee to approve subsequent immaterial changes to the agreement including authorizing additional services, amending program staffing requirements, amending service locations, and adding program goals, outcomes, and measures, and reallocation of funds between funding sources. Authorize the Chief Probation Officer or designee to approve line-item budget changes to Attachment B-1 of the Agreement in an amount not to exceed 10% of the stated line-item budgeted amounts for each service. Immaterial changes can be made as long as the total contract amount of the agreement is not

increased, and subject to the Board's ability to rescind this delegated authority at any time, and provided that in no event shall any such amendment extend the term of the agreement.

- C. Determine that the above actions consist of the creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

**Summary Text:**

This item is before your Board to ratify and execute an Agreement with VTC to provide meal services at the JJC. VTC has provided dinner meal services to the JJC since Fiscal Year (FY) 2007-08. Lunch meal services were added in December 2015. Based on the cost of services and purchasing rules, these services have been provided under a Purchase Contract since FY 2023-24. Under Purchase Contract No. CN 6394, VTC is providing lunch and dinner meals at the JJC seven days a week with a maximum contract amount of \$196,771.50. Due to an agreed-upon cost increase included in the current year Purchase Contract, expenditures under the contract will exceed the maximum contract amount under Purchase Contract CN 6394 of \$196,771.50. The Purchase Contract is being converted to a Board Contract to allow for lunch and dinner meals to be provided through the end of FY 2023-24 with a total cost not to exceed the amount of \$249,243.90 inclusive of \$196,771.50 under Purchase Contract No. CN 6394.

**Background:**

The JJC is responsible for the health and welfare of the youth housed there, including the provision of meals. Over the last three fiscal years, the population has declined. During the current fiscal year, the average daily population (ADP) has been 36 youth, with a high of 42 and a low of 29. Lunch and dinner meals are provided by VTC, while breakfast ingredients are purchased separately through other suppliers and prepared by Food Services and Utility Workers employed by the Probation Department.

A purchase order with VTC for \$196,771.50 was approved for FY 2023-24, based on its use in prior years. The population was low during the COVID-19 pandemic, significantly reducing the contract cost. Subsequently, the ADP increased from 21 youth in July 2022 to 35 youth in June 2023, a 67% increase. The population growth was partly due to post-COVID recovery, as well as the impacts of SB 823, which led to a higher population due to the mandate to retain youth in county facilities into age 25. Although the current ADP is lower than the highest population of 42 youth during this FY, it is still higher than the FY 2022-23 ADP.

Due to the combined effects of cost increases between FY 2023-2024 and fluctuations of the juvenile population and facility staffing, Probation became aware at the beginning of the 2024 calendar year that costs were at risk of exceeding the budget for Purchase Contract No. CN 6394 of \$196,771.50, and surpassing the \$200,000 threshold for Purchase Contracts, necessitating the conversion of the Purchase Contract into a Board contract. Additionally, it has been challenging to project an accurate number of meals required due to frequent changes in the population size, which can result in ordering more meals than necessary on a given day. As a result of the above factors, the April 2024 invoice placed the expenses

over the Purchase Contract maximum amount. This ratified agreement will ensure all expenses exceeding the Purchase Contract amount of \$196,771.50 are paid.

**Performance Measure:**

Meals provided by VTC must adhere to the minimum standards contained in:

1. National School Lunch Program (NSLP) as administered by the California Department of Education, Nutrition Services Division (available online at [NSLP and SBP Meal Patterns - Healthy Eating & Nutrition Education \(CA Dept of Education\)](#)); and
2. Minimum Diet and Medical Diets as required by the Board of State and Community Corrections, Title 15 Minimum Standards For Juvenile Facilities, Division 1, Chapter 1, Subchapter 5 of the California Code of Regulations (available online at <https://www.cdfca.org/wp-content/uploads/sites/4/2018/12/FINAL-Juvenile-Title-15-Effective-2019-1-1.pdf>)

VTC is required to have all menus developed in consultation with a registered dietician who shall review the menus at least every six months.

Additionally, VTC must maintain menu, food production, and temperature records that demonstrate the required food components, food items, or menu items are served each day.

Meals will be delivered to the location and at the times specified in the contract. VTC must conform to nutritional requirements for youth based on gender, age, and daily caloric allowances. Should an issue arise with a specific menu item, VTC will change the menu and provide an alternative food substitute upon request.

**Contract Renewals and Performance Outcomes:**

VTC successfully met all performance measures for the period of July 1, 2023, through May 31, 2024. These performances included compliance with the NSLP standards and meeting the dietary and medical diet requirements set by the Board of State and Community Corrections, Title 15 Minimum Standards for Juvenile Facilities.

In previous years, staff encountered issues with portion control, menu rotation, and burned foods. VTC addressed these concerns, providing replacements for all affected meals. In the summer of 2023, VTC hired new management to oversee the JJC meal service contract. Since their arrival, all issues have been addressed and resolved.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Original Contract Total</b>	<b>Added Amount</b>	<b>New Contract Total</b>
General Fund	\$ 129,771.50	\$ 52,472.40	\$ 182,243.90
State			
Federal	\$ 67,000.00		\$ 67,000.00
Fees			
Other:			
<b>Total</b>	<b>\$ 196,771.50</b>	<b>\$ 52,472.40</b>	<b>\$ 249,243.90</b>

Narrative: In anticipation of the projected total expenditures at fiscal year-end for services to be rendered during FY 2023-24 by VTC exceeding the Purchase Contract maximum amount of \$196,771.50, the Probation Department requests to convert the contract from a purchase Contract to a Board contract and to increase the contract total amount by \$52,472.40 to a revised contract maximum not to exceed \$242,936.43. Although the added amount was not allocated specifically to this contract at budget adoption, Probation has sufficient appropriations within its overall Services and Supplies budget to absorb this increase. Execution of this Agreement will not increase the Probation Department’s General Fund Contribution. This contract is partially funded by federal funds that cover the cost of weekday lunch meals through the NSLP.

**Key Contract Risks:**

Federal funding from the NSLP is utilized to partially support this contract. These funds have statutory requirements and there is a risk of audit finding if the requirements are not followed. The Probation fiscal unit monitors invoices and reporting to ensure they comply with statutory requirements. In addition, the Food Services Supervisor at the JJC monitors that the programmatic and record-keeping requirements under the program are in compliance.

**Staffing Impacts:**

**Legal Positions:**

No effect

**FTEs:**

No effect

**Special Instructions:**

Please return one (1) fully signed original of the Agreement to:  
 Probation Department  
 Attn: Fiscal Services Unit  
 117 E. Carrillo St.  
 Santa Barbara, CA 93101

**Attachments:**

Attachment A: Agreement for Services of Independent Contractor

**Authored by:**

Damon Fletcher, Chief Financial and Administrative Officer