


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: April 23, 2024  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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TO: Board of Supervisors   
FROM: Department Holly L. Benton, Chief Probation Officer (805) 882-3652  
Director(s)  
Contact Info: Karyn Milligan, Manager (805) 882-3653  
  
SUBJECT: Agreement for Services of Independent Contractor with Community Solutions  
Incorporated for Valuing Voices Research Project

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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 and authorize the Chair to execute the Agreement for Services of Independent Contractor with Community Solutions, Incorporated (CSI), to conduct the Valuing Voices research project, through which community feedback will be gathered to identify key insights regarding the criminal justice system in Santa Barbara County, and to provide a comprehensive report that presents the findings of the Valuing Voices research project, with a total contract amount not to exceed \$282,459 for the period beginning May 1, 2024 upon completion, but no later than June 30, 2026;
- 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 these activities are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that these activities are covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that these activities may have a significant effect on the environment, the activities are not subject to CEQA.

**Summary Text:**

The Santa Barbara Community Corrections Partnership (CCP) is committed to integrating community perspectives in public-safety related discussions and decision making. Through Public Safety Realignment Funds, the CCP will partner with CSI for the Valuing Voices research project to gather community feedback from the perspective of justice-involved individuals and/or victims, their families, and those who work with them to obtain information on opportunities to improve the delivery of services for individuals returning to their communities after a period of incarceration. This item is before your Board to approve and authorize the Chair to execute the agreement for services with CSI to conduct the Valuing Voices research project.

**Background:**

In the Fiscal Year (FY) 2018-19 Public Safety Realignment Plan, the CCP articulated a commitment to community engagement under Goal 3, “provide for successful and equitable reentry of justice-involved individuals back into the community.” This commitment included an allocation of one-time Realignment funds to capture public input on program development and justice system reform efforts; conduct outreach and increase awareness of the challenges facing the formerly incarcerated; identify gaps of meaningful and useable resources as well as create forums to provide the community information around the goals of the CCP and local Realignment Plan.

Since that time, the CCP has worked with a community engagement coordinator to engage community members, families, advocates, faith-based organizations, formerly justice-involved individuals, and treatment service providers to provide education and information about Realignment and the broader issues of restorative justice. Additionally, the CCP partnered with a consultant who published a report on community themes gathered from facilitated discussions with key stakeholders and representatives from 12 organizations and one focus group of justice-involved individuals.

In addition, in fiscal year 2019-20, a fifth goal was added into the County’s Public Safety Realignment Plan specifically to support a systemic approach to studying and addressing racial and ethnic disparities in the justice system with a supporting objective to, “solicit input from justice involved clients and/or victims on the challenges faced and receive feedback on treatment within the criminal justice system to ensure all are treated with dignity, respect and humanity.”

Recognizing the need to engage a wider segment of the community to capture input on program development and other justice system reform efforts, on October 6, 2023, the CCP approved Valuing Voices, to be conducted by CSI, a community-based organization. Valuing Voices will be a research project that will gather community feedback from the perspective of justice-involved clients and/or victims, their families, and those who work with them and aims to identify opportunities to improve the delivery of services for justice-involved individuals returning to their communities after a period of incarceration. CSI will complete the research project in a culturally sensitive manner and include

participants that reflect the diversity of the County including by area of residence, gender, race, ethnicity, and language spoken. CSI will collect feedback through one-on-one interviews, focus groups, and surveys with justice-involved clients and/or victims, their families, and those who work with them. CSI will collect and analyze the feedback and provide a final report to the CCP by June 30, 2026, published in both English and Spanish, highlighting the criminal justice system strengths, services gaps, racial and ethnic disparities, and recommendations to improve the delivery of services for individuals returning to their communities.

**Performance Measure:**

The Agreement contains performance deliverables to monitor the project implementation and completion within specified timeframes. These include conducting no less than (20) one-on-one interviews, ten (10) focus groups and collection of 150 surveys.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			\$282,459.00
Federal			
Fees			
Other:			
<b>Total</b>	\$ -	\$ -	\$ 282,459.00

The budget and use of Public Safety Realignment funds for this contract was approved by the CCP on October 6, 2023. The funds will be included in the Probation Department’s FY 2024-25 Recommended Budget. Execution of this contract will not increase the Probation Department’s General Fund Contribution.

**Key Contract Risks:**

A risk assessment has been completed and key contract risks were not identified.

**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  
 117 E. Carrillo St., Santa Barbara CA 93101

**Attachments:**

Attachment A: Agreement For Services of Independent Contractor – Community Solutions, Incorporated

**Authored by:**

Karyn Milligan, Probation Manager