



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: Sheriff's Office
Department No.: 032
For Agenda Of: June 28, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Bill Brown, Sheriff-Coroner (Ext. 14290)
Director(s)
Contact Info: Lieutenant Dulce Brooks (Ext. 43106)
SUBJECT: Inmate Welfare Fund Annual Statement FY 2020-21

*Bill Brown
by [Signature] 409*

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: No

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Receive and file the Annual Statement for the Inmate Welfare Fund for Fiscal Year 2020-21; and
- b) Find that the proposed actions do not constitute a "Project" within the meaning of the California Environmental Quality Act (CEQA), pursuant to 14 CCR 15378(b)(5), in that they are government administrative activities that will not result in direct or indirect changes to the environment.

Summary Text:

The California Penal Code requires that the Board receive and file information pertaining to the jail inmate welfare funds annually. The purpose of this fund is primarily for the educational/vocational benefit for inmates, and to provide other services for inmates in the custody of the Santa Barbara County Sheriff's Office.

In Fiscal Year 2020-21, the revenues exceeded expenditures by \$64,013.08. The surplus funds will roll over to the subsequent year.

Background:

California Penal Code Section 4025(e) requires that the Sheriff's Office submit an annual report of itemized expenditures to the Board. The format follows an Income Statement format suggested by the Auditor-Controller's Office and is consistent with prior years. The Penal Code does not stipulate a certain deadline by which the annual report must be submitted; the Fiscal Year 2020-21 report was delayed due to staffing and other operational impacts associated with the COVID-19 pandemic.

Fiscal and Facilities Impacts:

Budgeted: N/A

Narrative:

There is no fiscal or facility impact associated with the acceptance and filing of this report.

Special Instructions:

Clerk of the Board: Please send an official Minute Order to the Sheriff's Office, Attention: Lt. Dulce Brooks.

Attachments:

Attachment A: Inmate Welfare Fund Annual Statement Fiscal Year Ending June 30, 2021.

Authored by:

Dulce Brooks, Lieutenant
County of Santa Barbara Sheriff's Office
Custody Support Division, Programs Unit.

ATTACHMENT

A

**Santa Barbara County Sheriff's Department
Inmate Welfare Fund - Fund 0075**

**Annual Statement of Revenue and Expenditures
Fiscal Year Ending June 30, 2021**

Revenue for Inmate Welfare Fund

Interest	16,097.77
Unrealized Gain/Loss Invstmnts	(21,845.65)
Inmate Telephone Commission	431,028.63
Debit Minute Revenue (Inmate Telephone Sales)	117,163.00
Print Shop Sales	-
Commissary Commission (Commissary Signing Bonus of \$35,000.)	1,147,275.94
Bail Bond Signage Commission	29,400.00
Other Donations	-
Other Miscellaneous Revenue & Reimbursements (Utilization Fee)	51,250.00

Total Gross Deposits	1,770,369.69
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General and Administrative Expenditures

Administration (Dpt. Bus. Specialist salary, Extra Help salary, Operational, Equipment, Capital Asset, General Service Reimb., training, etc.)	52,363.09
Educational Program (Expenses for Vocational & Educational Programs)	1,223.45
Drug and Alcohol (Sheriff Treatment Program Supervisor & Counselors salary, contractor Salary, Operational, Equipment, training, Tattoo Removal Prg)	484,145.57
Inmate Services Maintenance (Hair Clipper supplies, bicycle parts&supplies, hot water dispenser parts)	0.00
Inmate Services Recreation (Books&subscriptions, recreational equipment, TV, Northen Branch Jail Expenses, etc.)	10,568.44
Commissary (Point Of Sales, COVID-19 supplies, Praeses Management Fee, Operational Expenses)	652,819.87
Indigent Programs (Transportation expenses, clothing for released inmates)	153,666.80
Legal & Law Library (Inmate Legal Services)	42,248.00
OutReach Program (Administrative Office Professional Insurances, Extra Help Salary, Operational, etc.)	15,671.04
Print Shop / Equipment / Supplies (Print Shop Mngr. Insurances/Equipment/Supplies, IT Professional Expenses)	3,209.00
Inmate Telephones (IC Solution & Telmate Telephone Sales, Praeses Management Fee)	195,640.01
COVID-19	94,801.34

Total General and Administrative Expenditures	\$ 1,706,356.61
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Net Gain for Inmate Welfare Fund	\$ 64,013.08
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County of Santa Barbara Auditor-Controller Document Review Intake Form

Department: <i>Sheriff - 032</i> <input checked="" type="checkbox"/>	A/C Intake Staff:
Contact Name & Ext: <i>Lt. Dulce Brooks ext 43106</i>	Date/Time Received by A/C:
Type of Document: <i>Board Letter</i> <input checked="" type="checkbox"/>	Docket Date (deadline): <i>May 12, 2022</i>
Document Name: <i>Inmate Welfare Fund Annual Statement FY 2020-21</i>	
Noteworthy Accounting Event: <i>- none -</i> <input checked="" type="checkbox"/>	Budget Revision Included <input type="checkbox"/>
Brief Summary: <i>(Please include financial terms of contract)</i> <i>Inmate Welfare Annual Fund Reporting FY 2020-21, and Annual Statement of Revenue Fiscal Year Ending June 30, 2021.</i>	

Item	Description	Dept Review	A/C Review
A.	Allow 3 business days for review – plan ahead <ul style="list-style-type: none"> If the document packet is not complete upon receipt, the review time will be longer 		
B.	Department Financial/Accounting Review is required <ul style="list-style-type: none"> The Departmental CFO/Business Manager must initial that a financial/accounting review has been completed as outlined in the <i>Departmental Procedures for Complete Board Contracts</i>. Note: All financial/accounting related questions will be directed to the CFO	DMB VIA INTERNAL PROCESS	INITIAL HERE
C.	Include all documents/attachments <ul style="list-style-type: none"> Board letter and all attachments referenced in the board letter Other documents requiring review/signature should include all referenced attachments 	DMB	
D.	Board expenditure contracts must include <ul style="list-style-type: none"> A completed <i>Board Contract Summary Form</i> Board Letter Board Contract Statement of Work (Exhibit A) Payment Arrangements (Exhibit B) Indemnification and Insurance (Exhibit C) HIPAA Business Associate Agreement (Exhibit D) 	DMB	
E.	The signature page must include (prior to A/C review): <ul style="list-style-type: none"> Department Head signature County Counsel signature Risk Management signature Contractor signature 	APPROVED VIA EMAIL 5/4/22 - PAUL LGC APPROVED VIA G-MAIL 4/29/22	
F.	After Board Approval- Email Pam Avila (pavila@co.santa-barbara.ca.us) in FACS the following: <ul style="list-style-type: none"> Board Letter Fully executed contract/amendment Minute Order 		