



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: Community Services
Department
Department No.: 057
For Agenda Of: July 16, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Jesús Armas, Community Services Director (805) 568-2467
Director:
Contact Info: Joe Dzvonic, Deputy Director (805) 568-3523
Lucille Boss, Interim Grants & Program Manager (805) 568-2459

SUBJECT: Approval and Execution of a Third Amendment to Agreement with Santa Barbara Teen Legal Clinic to amend the budget.

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 of the Board of Supervisors to execute a Third Amendment to the Human Services General Fund Agreement with Santa Barbara Teen Legal Clinic (Attachment A) to amend the line items of Fiscal Year 2023-2024 and Fiscal Year 2024-2025 budgets; and
- b) Determine that the recommended actions are not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(4), finding that the actions are not a project as they are 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 impact on the environment, and direct staff to file a Notice of Exemption.

Summary Text: The recommended Board action would amend the Human Services General Fund (HSGF) Agreement with Santa Barbara Teen Legal Clinic (SBTLC) for the Tara Haaland-Ford Restorative Justice program (Attachment A) to revise the Fiscal Year 2023-2024 and Fiscal Year 2024-2025 budget line items. This Third Amendment requests only to change the nomenclature of the line

item descriptions as listed in the original budget to more precisely reflect the nature of those expenses in both the FY 2023-24 budget and the FY 2024-25. This change is needed because, when the original agreement was written in 2022, the Tara Haaland-Ford Restorative Justice program was very new. As operations progressed, the SBTLC administrative staff determined that funds were not actually needed as forecasted in some line items, but rather in other areas not included in the original budget as identified line items. Furthermore, agreements of this nature typically allow for amendments such as recommended here to occur administratively at the department level, but the original agreement did not include such an allowance. Therefore, staff is bringing this amendment request to the Board of Supervisors for approval.

Background: On May 3, 2022, the Board of Supervisors approved 31 Human Services General Fund (HSGF) 3-year grants for FYs 2022-2023, 2023-2024, and 2024-2025, subject to annual Board appropriations. One such grant was to the Santa Barbara Teen Legal Clinic for \$20,000 for operation of its Tara Haaland-Ford Restorative Justice Project. The Agreement for this grant was executed on October 11, 2022 with an effective date of July 1, 2022. The First and Second Amendments extended the HSGF grant to this project through June 30, 2024 and June 30, 2025, respectively.

Santa Barbara Teen Legal Clinic has requested a Third Amendment that more accurately aligns its Fiscal Year 2023-2024 and Fiscal Year 2024-2025 budgets by replacing the “Volunteer stipends”, “Restorative justice facilitator space”, and “Case Management Software” line items with a new line item entitled “Facilitator pay & admin”. The Recommended Action before the Board allows the requested budget line item revisions; this action will not change the total amount of program funding provided by the County, as detailed in Table 1 and Table 2:

Table 1. 2023-2024 budget amendment: combine the line items listed as “Volunteer stipends and Restorative justice facilitator space” in a line item entitled Facilitator pay & admin, and move the Grant Amount listed as “Case management software” to a new “Facilitator pay & admin” line item.

Initial grant:

Item	Grant Amount
Volunteer stipends	\$6,000.00
Restorative justice facilitator space	\$8,300.00
Insurance	\$2,700.00
Case management software	\$3,000.00
TOTAL	\$20,000.00

Proposed amendment:

Item	Grant Amount
Facilitator pay & admin	\$6,000.00 + 8,300.00 + \$3,000.00 = \$17,300.00
Volunteer stipends	\$6,000.00
Restorative justice facilitator space	\$8,300.00
Insurance	\$2,700.00

Case management software	\$3,000.00
TOTAL	\$20,000.00

Table 2. 2024-2025 budget amendment: combine the line items listed as “Volunteer stipends and Restorative justice facilitator space” in a line entitled Facilitator pay & admin, and move the Grant Amount listed as “Case management software” to a new “Facilitator pay & admin” line item.

Initial grant:

Item	Grant Amount
Volunteer stipends	\$6,000.00
Restorative justice facilitator space	\$8,300.00
Insurance	\$2,700.00
Case management software	\$3,000.00
TOTAL	\$20,000.00

Proposed amendment:

Item	Grant Amount
Facilitator pay & admin	\$6,000.00 + 8,300.00 + 3,000.00 = \$14,300.00
Volunteer stipends	\$6,000.00
Restorative justice facilitator space	\$8,300.00
Insurance	\$2,700.00
Case management software	\$3,000.00
TOTAL	\$20,000.00

Fiscal and Facilities Impacts:

Budgeted: Yes

Approval of the Third Amendment to the Santa Barbara Teen Legal Clinic Agreement will have no fiscal impact as the funds are already budgeted through the Human Services General Fund (HSGF) grant.

Key Contract Risks: HCD will make payments to the grantee on a reimbursement basis, and to receive payments the grantee must provide documentation that supports eligible expenditures that are consistent with the contract scope of work and budget. If the grantee does not meet performance measures, the County may withhold funds or terminate the contract.

Staffing Impacts: N/A

Special Instructions:

1. Please return one copy of the Minute Order to Marjorie Klotthor at mklotthor@countyofsb.org.
2. Please execute two originals of the Third Amendment (Attachment A) and return one executed copy to Marjorie Klotthor, call Ext. 85313 or email mklotthor@countyofsb.org for pick up.
3. Please retain one executed original of the Third Amendment for COB records.

Attachments:

A: Third Amendment to Agreement with Santa Barbara Teen Legal Clinic.

B: Executed Agreement and First and Second Amendments with Santa Barbara Teen Legal Clinic.

Authored by:

Marjorie Klotthor, Housing Program Specialist II