



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: District Attorney
Department No.: 021
For Agenda Of: August 22, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director John T. Savrnock, District Attorney (805-568-2308)
Contact Info: Michael Soderman, Chief Financial & Administrative Officer
(805-568-2303)
SUBJECT: Allocation of Additional Positions Funded by One-Time Community Corrections Partnership Funding

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management, Human Resources, CEO Budget

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt a Resolution amending the Salary Resolution to allocate two (2) additional full-time equivalent (2.0 FTE) positions to the Office of the District Attorney, effective August 21, 2023, which will be fully-funded by one-time Community Corrections Partnership (CCP) funds;
- b) Approve Budget Revision Request No. 0009233 to increase appropriations of \$291,200 in Probation Department General Fund for Intrafund Expenditure Transfers funded by release of Restricted Local Realignment 2011 fund balance, and increase appropriations of \$291,200 in District Attorney General Fund for Salaries and Benefits funded by an Intrafund Expenditure Transfer from the Probation Department General Fund; and
- c) Determine that the above 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 project is a 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.

Summary Text:

The above-referenced item is on the agenda to request the adoption of a Salary Resolution that will allocate two additional full-time equivalent (FTE) positions to the District Attorney's Office. These positions include 1.0 FTE Victim Witness Program Assistant and 1.0 FTE Deputy District Attorney (DDA). Both positions will be fully-funded with one-time CCP funding that was approved by the CCP Executive Committee on June 2, 2023.

Background:

During the Fiscal Year 2023-24 Budget Workshops, the Board of Supervisors directed departments to explore alternative funding sources for their submitted expansion requests. With assistance from the County Executive Office, the District Attorney's Office identified two expansion requests that met the criteria for one-time CCP funding. These expansion requests included:

- **1.0 FTE Victim-Witness Program Assistant** to address the significant increase in domestic violence (DV) cases in North County. One-time funding request totaling \$364,300 over three years (Fiscal Year 2023-24 through Fiscal Year 2025-26).

The District Attorney's Victim Witness Assistance Program in North County has seen a 31% increase in violent DV case referrals since 2018. Most notably, the Advocates in North County report that there are as many as five new case referrals per day that involve a high risk of lethality. High lethality is defined as a DV case that is accompanied by strangulation, death threats, weapons, and/or suicidal ideations. The majority of the cases involve situations in which there are children in the home who witness the violence. This additional position will ensure that the District Attorney's Office is able to support victims and respond proactively to the significant increase in referrals. Given the volume of domestic violence cases, it is necessary and imperative to devote a minimum of 1.0 FTE additional trained DV Advocate to provide early intervention and long-term case management services, safety planning, resource and referral counseling, emergency relocation, and financial assistance to help victims escape the cycle of violence. Furthermore, the addition of 1.0 FTE DV Advocate will enable the District Attorney's Office to uphold constitutionally-mandated victims' rights and better serve our community.

- **1.0 FTE Deputy District Attorney** to assist and oversee the implementation of our new case management system (CMS). One-time funding request totaling \$169,800 for one year (Fiscal Year 2023-24).

The District Attorney's Office has contracted with Journal Technologies, Inc. for a new CMS. The software development/architecture phase is currently underway with a projected go-live date of April 2024. A full-time DDA will oversee the project and serve as a subject matter expert to provide a prosecutor's legal perspective. The DDA will provide invaluable insight into how the CMS will optimize workflows, comply with statutory requirements, and ensure data accuracy. The DDA will also provide important insight and guidance on how the CMS will work with other County partners to promote better workflows and information exchanges. It is imperative that the District Attorney's Office have a dedicated DDA on the project team to oversee development and implementation. This expansion will allow the Office to dedicate the time and resources needed to ensure the successful implementation of the new CMS.

On June 2, 2023, the District Attorney's Office presented the above expansion requests to the CCP Executive Committee and funding was approved. Due to the CCP Executive Committee's meeting

schedule, it was not possible for these expansion requests to be approved in time for the Department to submit a final budget adjustment for Fiscal Year 2023-24. As a result, the Department is now returning to the Board of Supervisors with a Salary Resolution to allocate the two additional positions that were funded by the CCP.

Performance Measures:

Domestic Violence Victim Witness Advocate:

1. Support Services Provided: Track the types and frequency of support services the advocate offers to victims, such as counseling, safety planning, referrals to shelters, legal assistance, etc.
2. Court Advocacy: Measure the number of court appearances or legal proceedings where the advocate provided support to the victim.

Deputy District Attorney for CMS Implementation:

1. Data Accuracy: Assess the accuracy and completeness of data entered into the Case Management System. Accurate data is critical for making informed decisions and reporting.
2. Integration with Other Systems: The new system is intended to integrate with other criminal justice or law enforcement systems; evaluate how well it achieves this goal and the impact on data sharing and collaboration.
3. Compliance with Legal and Ethical Standards: Ensure that the new system meets all legal and ethical requirements related to case management and data handling.

Fiscal and Facilities Impacts:

Budgeted: No. Funding was approved by the CCP Executive Committee on June 2, 2023. This item is before your Board today to allocate the two additional positions and approve Budget Revision Request No. 0009233 to increase appropriations of \$291,200 in District Attorney General Fund for Salaries and Benefits funded by an Intrafund Expenditure Transfer from the Probation Department General Fund (through a release from Restricted Local Realignment 2011 fund balance).

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ -	\$ -
State		
Federal		
Fees		
CCP Funding	\$ 291,200.00	\$ 534,000.00
Total	\$ 291,200.00	\$ 534,000.00

The expansion request for 1.0 FTE Victim Advocate was a one-time funding request totaling \$364,300 over three years (FY 2023-24 through FY 2025-26), or \$121,400 per fiscal year. This total allocation includes \$353,700 in Salaries and Employee Benefits costs, as well as \$10,600 in 3% Administrative costs. This position will be fully-funded by one-time CCP funds for three years.

The expansion request for 1.0 FTE Deputy District Attorney was a one-time funding request totaling \$169,800 for one fiscal year only (Fiscal Year 2023-24). This total allocation includes \$164,900 in Salaries and Employee Benefits, as well as \$4,900 in 3% Administrative costs. This position will be fully-funded by one-time CCP funds for one year.

Key Contract Risks:

There is minimal risk to the County. The CCP has sufficient strategic reserves to cover the total one-time project costs.

Staffing Impacts:

Legal Positions:	FTEs:
Add 2.0	Add 2.0

Adoption of the attached Salary Resolution will allocate the following two (2) additional legal positions to the District Attorney’s Office:

- One (1) 1.0 FTE Victim Witness Program Assistant I/II
- One (1) 1.0 FTE Deputy District Attorney I/II/III/IV/SR

Special Instructions:

- a) Please return the following items to John DeAlba, DA Department Business Specialist:
 - a. One (1) Minute Order

- b) Please email the following items to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at trogers@countyofsb.org:
 - a. One (1) Minute Order
 - b. One (1) copy of the fully-executed Salary Resolution

Attachments:

- Attachment A: Salary Resolution
- Attachment B: Budget Revision Request No. 0009233

Authored by:

John DeAlba, Department Business Specialist (x82434)