

SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

Agenda Number:
Prepared on: 2/14/06
Department Name: Probation
Department No.: 022
Agenda Date: 03/14/06
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: R. Scott DeuPree
Chief Probation Officer

STAFF CONTACT: Patricia Stewart, Deputy Chief Probation Officer
882-3652

SUBJECT: Community Action Commission contract to provide meals to the Santa Barbara Juvenile Hall, Villa Esperanza CEC, and Santa Maria Juvenile Hall

Recommendation(s):

That the Board of Supervisors:

- A. Execute a contract with the Community Action Commission, a local vendor, to provide lunch to the Santa Barbara Juvenile Hall and the Villa Esperanza Counseling and Education Center (CEC), and lunch and dinner meals to the Santa Maria Juvenile Hall in an amount not to exceed \$361,288 between July 1, 2005 and June 30, 2006.

Alignment with Board Strategic Plan:

The recommendation(s) is primarily aligned with Goal No. 2 A Safe and Healthy Community in Which to Live, Work, and Visit.

Executive Summary and Discussion:

This contract with an upper limit of \$361,288, acts as a supplement to a County of Santa Barbara Purchasing Contract in the amount of \$99,488 with the Community Action Commission (CAC) for institutional meal services during 2005-06. The purchasing contract was put in place pending the completion of the final contract for approval by the Board. The supplemental contract provides the county with financial assurances should the work of the contractor result in a loss of federal and state revenue. It also has a more detailed statement of work for greater accountability.

The Probation Department contracted with the (CAC) to provide meals at the Santa Barbara Juvenile Hall, the Villa Esperanza Counseling and Education Center and the Santa Maria Juvenile Hall for FY 2004-05. In

FY 2004-05, as a result of the 90 bed expansion of the Santa Maria Juvenile Hall and the housing of detainees from the Santa Maria area who were previously being transported to and housed at the Santa Barbara Juvenile Hall, the Probation Department approached vendors for bids for meal services at these facilities. The Department is not required to use a formal bid process because services are exempted from bidding under Section 2-42 of the Santa Barbara County Code. Section 2-42 states that the Purchasing Agent may engage independent contractors to perform services, with or without the furnishing of materials, within the limits provided by state law, without recourse to the bidding requirements of this article. (Ord. No. 951, § 5; Ord. No. 3620, § 1). However, to ensure appropriate resource allocation and vendor services utilizing best practices and industry standards in compliance with Corrections Standards Authority nutritional requirements and the nutritional requirements of the school breakfast and lunch reimbursement programs, on December, 5, 2005, the Department requested proposals for meal service to which two bidders responded.

The respondents were evaluated on both meal cost and their readiness to meet the requirements of the applicable State and Federal meal reimbursement programs that finance much of our institutional nutrition services. The CAC demonstrated greater readiness to meet the requirements of the state and federal meals program. The CAC was the only respondent that had a dietician on staff and was experienced with the federally required software for meal production records and nutrition analysis. The samples of CAC's daily production records, seven day portion value analysis, and temperature logs were compliant with State and Federal requirements and superior to those provided by the other vendor.

While it is possible that the other vendor could, with time and training, meet state and federal requirements, Probation is familiar with the required software, which is used at the Los Prietos Boys Camp. In our experience proficiency is achieved only after significant use. Routine supervision of the scope of work for this contract will be provided by the Food Services Supervisor assigned to the Los Prietos Boys Camp. There was concern that while a new vendor was becoming proficient, additional county staff time would be required to review meal records to assure that the software was being used correctly and that records met State and Federal standards.

The CAC cost proposal was 3%, or \$13,140 greater than the other respondent. However, the CAC bid included all Probation sites while the other respondent only bid on the Santa Maria Juvenile Hall. This would have required two separate contracts, one for north and one for south county facilities. Recognizing that the County would have additional expense in administering two contracts and processing two separate payments as well as added monitoring of meal records, the cost savings on meals did not outweigh the compliant readiness of CAC. For this reason, the Probation Department recommends that this contract be awarded to the CAC.

Recurring Performance Measures for the Juvenile Halls and CECs include:

To protect and serve the community and to ensure the safe and secure detention of detainees: Provide no more than 100% of 7,300 annual bed days at Santa Barbara Juvenile Hall.

To protect and serve the community and to ensure the safe and secure detention of detainees: Provide no more than 100% of 32,850 annual bed days at Santa Maria Juvenile Hall.

To protect and serve the community and to provide safe, secure and effective treatment for youth: Maintain a total average under commitment of at least 100% of 69 youths in three Counseling and Education Centers.

Mandates and Service Levels:

Specific Probation Department mandates are attached for you review.

Fiscal and Facilities Impacts:

This contract is in the amount of \$362,228 of which 65% or \$234,513 will be financed with revenue from the State and Federal School Breakfast and Lunch program. The General Fund share of this contract is \$126,775. All expense associated with this contract and the Federal and State meal revenues are included in the Probation Department's FY 05-06 Adopted Budget. There will be no additional impact on the General Fund.

Because the CAC prepares meals offsite, there are no facility impacts.

Special Instructions:

Please send a fully executed copy of this contract and Minute Order to:
Lorna Merana, Probation Department, 117 E. Carrillo Street, Santa Barbara, CA 93101

Concurrence:

County Counsel
Auditor Controller
Risk Program Administrator
Community Action Commission
Vocational Training Center Enterprises

PROBATION DEPARTMENT MANDATES

GENERAL:

131.5 ; 830.5 PC; 1201.7 PC; 273a(c) (3) (A) ; 273d(c) (3) (A) PC; 1203.097(c); 1203.098 PC; 13010-13014 PC; 3300 Government Code; 1020-1031.5

CIVIL:

1513 Probate Code; 1513.1 Probate Code; 1826 Probate Code; 1851 Probate Code; 1851.5 Probate Code; 7800 Family Law Code (FLC); 7801 FLC; 7803 FLC; 7804 FLC; 7805 FLC; 7807 FLC; 7808 FLC; 7810 FLC; 9001 FLC

JUVENILE DIVISION

A. Administrative Responsibility/Notification:

131.7 WIC; 270 WIC

B. Juvenile Intake:

601 WIC; 601.2 WIC; 601.3 WIC; 602 WIC; 627.5 WIC; 628 WIC; 628.1 WIC; 630 WIC; 631 WIC; 632 WIC; 652 WIC; 652.5 WIC; 653 WIC; 676.5 WIC; 777 WIC; 778 WIC; 1404-1405 JC Rules

C. Juvenile Investigations:

200 WIC; 280 WIC; 281 WIC; 281.5 WIC; 361.2 WIC; 635 WIC; 636 WIC; 652 WIC; 653.5 WIC; 656.2 WIC; 636.1 WIC; 706 WIC; 706.5 WIC; 706.6 WIC; 707 WIC; 727.2 WIC; 727.4 WIC; 742 WIC; 781 WIC; 1499 Juvenile Court Rules

D. Juvenile Supervision:

241.1 WIC; 366.23 WIC; 366.26 WIC; 625 WIC; 625.3 WIC; 641 WIC; 654 WIC; 654.1 WIC; 654.2 WIC; 654.3 WIC; 654.4 WIC; 654.6 WIC; 655 WIC; 725 WIC; 727 WIC; 727.1 WIC; 727.2 WIC; 727.3 WIC; 727.31 WIC; 727.4 WIC; 727.4 (d) (4); 727.6 WIC; 729 WIC; 729.3 WIC; 729.7 WIC; 729.8 WIC; 729.9 WIC; 730 WIC; 730.6 WIC; 730.7 WIC; 737 WIC; 738 WIC; 740 WIC; 740.1 WIC; 742.16 WIC; 790 WIC; 793 WIC; 794 WIC; 795 WIC; 841 WIC; 1300 WIC; 1502.4 (a)(1) H&S; 4096 WIC; 5600.3 WIC; 11400 WIC; 11401 WIC; 11402 WIC; 11403 WIC; 11404 WIC; 11404.1 WIC; 11462.01(2)(C) WIC; 295(i) (2) PC; 296.1.(a)(3)(A) PC; 298. (b)(4) PC.

INSTITUTIONS DIVISION

A. Juvenile Hall:

Title 15, Division 1 Board of Corrections, Chapter 1 Board of Corrections, Subchapter 5 Minimum Standards for Juvenile Facilities

210 WIC; 850 WIC

B. Home Supervision:

628.1 WIC; 840 WIC

C. Boys' Camp:

Title 15, Division 1 Board of Corrections, Chapter 1 Board of Corrections, Subchapter 5 Minimum Standards for Juvenile Facilities

881 WIC; 885 WIC

D. Counseling and Education Centers:

654 (c) WIC

E. Non-Secure Detention:

210.1 WIC; 601 WIC; 626 WIC

F. Medical Care Juveniles:

369 WIC; 739 WIC

G. Separate Categories:

284 WIC; 285 WIC; 656.2 WIC; 704 WIC; 729.7 WIC; 742 WIC; 742.20 WIC; 749.22 WIC; 749.23 WIC; 751 WIC; 726 WIC ; 826 WIC; 826.5 WIC (a); 826.6 WIC ; 827 WIC 48321 ED CODE; 56026 ED CODE; 56325 ED CODE

ADULT DIVISION

A. Adult Investigation:

1000.5 PC; 1001.20 PC to 1001.34 PC; 1001.70 PC to 1001.90 PC; 1191 PC; 1191.1 PC; 1191.2 PC; 1191.3 PC; 1202.4 PC; 1203 PC; 1203a PC; 1203c PC; 1203d PC; 1203.9 PC; 1203.10 PC; 1203.097(b) (3) PC; 1203.097(b) (4) PC; 1210.1 PC; 4.310 Judicial Rule 4.411(a)(b)(c)(d) Judicial Rule; 4.411.5 Judicial Rule

B. Adult Supervision:

131.3 Code of Civil Procedure; 290(c) (1) PC; 290.4 PC Megan's Law; 295(i) (2) and 298. (b)(4) PC; 296.1.(a)(3)(A) PC; 296.1.(a)(5)(A) PC; 298(b)(3)PC; 1202.7 PC; 1202.8 PC; 1203.02 PC; 1203.016 PC; 1203.044 PC; 1203.044(h) PC; 1203.045 PC; 1203.047 PC; 1203.055 PC; 1203.055(f) PC; 1203.066 PC; 1203.067 PC; 1203.076 PC; 1203.95 PC; 1203. 097 PC; 1203.1 PC; 1203.1(b) PC; 1203.1bb PC; 1203.1(d) PC; 1203.1(h) PC; 1203.1a b PC; 1203.1b (a) PC; 1203.1e PC; 1203.1g PC; 1203.1k PC; 1203.2PC; 1203.2(a) PC 1203.3 PC; 1203.12 PC; 1203.4 PC; 1203.9 (a) PC; 1203.9 (b) PC; 1203.10 PC; 1203.12 PC; 1389.6 PC; 3075 PC to 3076 PC; 11180 PC and 11181 PC.

Revised 5/2/05