



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: February 7, 2023  
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 Tanja Heitman, Chief Probation Officer (805) 882-3652  
Director(s)  
Contact Info: Holly Benton, Deputy Chief Probation Officer (805) 803-8588

**SUBJECT: First Amendment to Agreement with Community Solutions Incorporated  
FY 2022-2024**

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute a First Amendment to Agreement for Services (number BC 22005) of Independent Contractor with Community Solutions Incorporated (CSI), to amend Exhibit A, Statement of Work, in its entirety and amend Exhibit B, "Schedule of Fees" adding \$75,660 to the total amount of the contract, for a new contract amount of \$149,580.
- B. 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 general rule 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:**

On May 17, 2022, the Board approved the contract CSI to provide training and quality assurance reviews of motivational interviewing skills to Santa Barbara County Probation staff. The contract with CSI now requires amendment to the statement of work and budget in order to expand services to include training of evidence-based practices and strategic case management as well as performance feedback reviews to staff of the Santa Barbara County Probation Department. This

amendment is before the Board for approval as CSI has multiple contracts exceeding \$200,000 in aggregate.

**Background:**

The current executed CSI Agreement provides training and certification for Motivational Interviewing (MI), an evidence-based practice that has been demonstrated to change behavior. When used by a skilled officer, MI can increase offenders’ motivation to comply with supervision requirements, participate in treatment, and address criminogenic needs, thereby reducing their failure rate on community supervision. The Santa Barbara County Probation Department began training officers in MI in 2013 and partnered with CSI in 2018.

Through a September 2021 University of Cincinnati Correction Institute (UCCI) assessment of the adult division of the Santa Barbara County Probation Department, a need for additional evidence-based practices and strategic case management training were identified. To complement the existing MI training, CSI will provide instruction in the Evidence Based Practice (EBP) framework with a focus on the concepts of risk, need and responsivity and how each connects to the supervision of clients. Additionally, CSI will train staff to use the Strategic Case Management (SCM) Model. This supervision model trains officers to structure their sessions and prepares officers to utilize cognitive based interventions during client office visits. To ensure staff are applying SCM to fidelity, performance feedback is provided by a CSI coach to the staff person in a one-on-one session that is strength-based and formative, utilizing and modeling the principles of MI so that staff are provided concrete feedback and tools to build and grow from. Once proficient, staff continue to submit periodic recordings to ensure the learned skills are preserved. With the addition of these services, the total amount of the Agreement will increase by \$75,660.

**Performance Measure:**

The Agreement contains performance measures to monitor program implementation and improve staff proficiency.

**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	\$ 73,920.00	\$ 75,660.00	
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ 73,920.00</b>	<b>\$ 75,660.00</b>	<b>\$ -</b>

**Narrative:**

Execution of the First Amendment will increase the contract by \$75,660, not to exceed the total contract amount of \$149,580 providing additional training services for FY22-24. Funds were included in the FY 2022-23 Adopted Budget to address this need. Execution of the amendment will not increase the General Fund contribution to the Probation Department.

**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 First Amendment to:

Christina Sibley, Fiscal Manager  
Probation Department  
117 E. Carrillo St., Santa Barbara CA 93101

**Attachments:**

Attachment A: First Amendment to Agreement with Community Solutions, Inc  
Fiscal Year 2022-2024, BC 22005

Attachment B: Agreement for Services of Independent Contractor, Community Solutions, Inc.  
BC 22005

**Authored by:**

Karyn Milligan, Probation Manager