



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:** July 9, 2019  
**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 882.3652  
Director(s)  
Contact Info: Karyn Milligan, Manager 882.3653  
kmillig@co.santa-barbara.ca.us

**SUBJECT:** First Amendment to Agreement with Community Solutions, Inc.

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**County Counsel 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 of Independent Contractor with Community Solutions, Inc. (CSI) (a local vendor) to expand the training and quality assurance of motivational interviewing services to include additional sessions, with a total contract amount not to exceed \$63,560 (Attachment A);
- B. Authorize the Chief Probation Officer or designee to approve subsequent line-item budget changes to Amended Attachment B-1 of the Agreement in an amount not to exceed 10% of the stated line-item budgeted amounts for each service, as long as the total contract amount of the Agreement is not increased, and as long as the total budgeted amounts by each funding source are not exceeded;
- C. Determine that the above actions are government fiscal activities of funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(4) of the CEQA guidelines.

**Auditor-Controller Concurrence**

As to form: Yes

**Summary Text:**

In addition to providing direct services, CSI Training and Resource Center has been providing evidence-based training, consultation, and quality assurance to Federal, State, and private agencies since 2004. Through general funds, the attached First Amendment to Agreement with this community based organization will expand existing officer training in the directive, client-centered counseling style to help clients explore and resolve ambivalence about behavior change.

**Background:**

Motivational Interviewing (MI) is 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.

Deputy Probation Officers assigned to a supervision caseload are required to complete MI training. Training is also provided to Juvenile Institutions Officers at Santa Maria Juvenile Hall and Los Prietos Boys Camp. Staff are required to first complete a foundational training course in the classroom and subsequently submit interview recordings to a qualified coach. Feedback is provided by the 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.

The execution of this amendment to the Motivational Interviewing (MI) agreement will expand training in the approach demonstrated to decrease offender resistance and increase motivation to change to additional officers as well as to staff assigned to juvenile institutions.

**Performance Measure:**

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

**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		\$ 15,080.00	
State			
Federal			
Fees			
Other:			
<b>Total</b>	<b>\$ -</b>	<b>\$ 15,080.00</b>	<b>\$ -</b>

**Narrative:**

Funds for this Agreement are included in the Probation Department’s FY2019-20 budget. Executing the contract 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 Agreement to:  
Michael Cameron, Fiscal Manager  
Probation Department  
117 E. Carrillo St., Santa Barbara CA 93101

**Attachments:**

Attachment A: Community Solutions Inc. First Amendment for Agreement for Services of Independent Contractor  
Attachment B: Community Solutions Inc. FY 2018-2020 Board Contract 18-250 Original Agreement  
Attachment C: Community Solutions Inc. FY 2018-2020 Board Contact Summary Form

**Authored by:**

Karyn Milligan, Manager