



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: June 21, 2016
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Guadalupe Rabago, Chief Probation Officer
Director(s) (805) 882-3652
Contact Info: Damon Fletcher, Administrative Deputy Director
 (805) 882-3654

SUBJECT: **Extra Help Services and Retirement Waiver for the Information and Technology Unit of the Probation Department**

County Counsel Concurrence

As to form: Yes

Other Concurrence: Retirement

As to form: Yes

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- A. In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Trina Boyce, is necessary to fill a critical need in the Information and Technology Unit of the Probation Department before 180 days have passed from her date of retirement.
- B. Approve and authorize the Chief Probation Officer to appoint retired employee, Trina Boyce, as an Extra Help employee to provide assistance with the conversion of the Department's case management software to the latest release version.
- C. Determine that the approval of the Agreements are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Section 15061(b)(3), finding that this activity is 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 this activity may have a significant effect on the environment, the activity is not subject to CEQA, and direct staff to file a Notice of Exemption (Attachment A).

Summary Text:

The Probation Department has used AutoMon's Caseload Explorer (CE) case management system, known locally as Information Management for Probation Automated Client Tracking (IMPACT) since 2003. Trina Boyce is an integral member of the team working to implement the conversion to the latest release version. Her knowledge on both probation processes and technical arenas are imperative for Probation to meet the project deadline and stay compliant with the vendor. Additionally Trina is the point person for data integration and submission of Probation's SB678 and AB109 efforts as well as recidivism data related to Results First and the validation study on the evidence based risk assessment used with adult offenders. The loss of her support would significantly impair Probation's ability to provide data necessary for these projects.

Background:

Probation took delivery of the first module of IMPACT in 2003. Following the successful development and implementation of the adult services module, AutoMon delivered the juvenile and institutions modules in 2008. IMPACT is a web based system that was designed to work in Microsoft Internet Explorer. AutoMon notified its users that as a result of Microsoft ending support for specific Operating Systems and browsers, clients on older version would need to be upgraded to CE version 6. The work necessary to move Probation to version 6 began over a year ago. Version 6 does not support the use of chronological notes (chronos) which is a feature in the current software version used in Santa Barbara. A required precursor to moving Probation to latest version is the conversion of chronos to events. Work on this conversion began in February 2016 and was originally scheduled to be completed in May 2016, however the process has been more complicated than anticipated resulting in a new estimated completion date of July 2016. Trina's knowledge of the technical aspects of the system make her a key member of the team and an integral part of the conversion process. It would take significantly longer and be more costly to bring in an external contractor and get them up to speed. Her role in this project include being the liaison with AutoMon's developers, producing specifications for the custom applications that are not part of the standard build of CE, overseeing the installation and configuration of the new system, and conducting testing to ensure a successful transition version 6.

The conversion of chronos to events has been tested on the development server and is ready to be rolled out to the production server. Once this is completed version 6 can be implemented on the test server. Trina's services are required for this transition. Following the roll out and resolution of any issues that arise with going live it is anticipated that she will be utilized on an as needed basis in the information technology unit when her expertise with the system is required.

Additionally Trina is responsible for generating reports and data for a variety of Probation Department and County initiatives. Trina compiles data for quarterly reports related to realignment, SB678, and the Juvenile Justice Crime Prevention Act, as well as a variety of data requests that are received by Probation. She is responsible for generating Probation data for the Results First Initiative. Trina is also instrumental in the current project of revalidating the evidence based risk and needs assessment used in supervising adult offenders.

Trina will be used on an as needed basis in order to continue these important efforts and will not be necessary once a replacement has been hired and brought up to speed. The Department anticipates that Trina will not work more than 200 hours in the six (6) months it should take to complete the transition process.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ -	\$ -	\$ 10,000.00
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ 10,000.00

Narrative: The Probation Department will recruit for and fill the vacancy left by Trina Boyce’s retirement. All staff hired by the Probation Department undergo a thorough background process that can take eight (8) to ten (10) weeks to complete. It is anticipated that filling the position will take four (4) to six (6) months. During that time it is anticipated that Trina would be needed for approximately 200 hours in the six (6) month period it should take to complete the transition process. Costs associated with the extra help hours worked will be paid for through salary savings from the vacancy of the former position.

Staffing Impacts:

<u>Legal Positions:</u>	<u>FTEs:</u>
0	0

Special Instructions:

Attachments:

Attachment A: CEQA Notice of Exemption

Authored by:

Damon Fletcher, Administrative Deputy Director