



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 16, 2020
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Tanja Heitman, Chief Probation Officer, (805) 803-8537
Director(s)
Contact Info: Shawn Small, Deputy Chief Probation Officer, (805) 803-8586

SUBJECT: **Approval of Agreement for Services with Vocational Training Center (VTC) for Meals at the Santa Maria Juvenile Hall from July 1, 2020 – June 30, 2023**

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 execute the contract with VTC to provide meals at the Santa Maria Juvenile Hall (SMJH) for the period of July 1, 2020 through June 30, 2023, not to exceed the amount of \$661,770.55; and
- B. Authorize the Chief Probation Officer or designee to approve subsequent line-item budget changes to Attachment B-1 of the Agreement in an amount not to exceed 10% of the stated line-item budgeted amounts for the 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; and
- 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.

Summary Text:

VTC has provided dinner meal services to the SMJH since Fiscal Year (FY) 2007-08. Lunch meal services were added in December 2015. Lunch and dinner meal services will be provided under this contract.

Background:

The SMJH is responsible for the health and welfare of youth housed there, including the provision of meals. Over the last three FYs, the population has declined. During this current FY, the average daily population has been 44 youth, with a high population of 45 and low of 20. Due to the COVID health crisis, the population is at an unprecedented and artificial low, but is expected to return to the previous average daily population once the sheltering restrictions are lifted. Breakfast is prepared by Food Services Workers employed by the Probation Department and lunch and dinner meals are provided by the VTC.

A Request for Proposal (RFP) was issued by County Purchasing and the contract with VTC was developed following a competitive bid process. The contract insures that the Probation Department only pays for those meals ordered on a daily basis by SMJH staff. It allows for a minimum number of 40 meals and a maximum of 90 meals per day using a flate rate per meal.

This multi-year contract includes a 3% increases for each of the next two years to address cost of living adjustments (COLA).

Performance Measure:

The dinner and lunch meals, in combination with the breakfast meal, must adhere to the minimum standards contained in:

1. National School Lunch Program as administered by the California Department of Education, Nutrition Services Division (available online at www.cde.ca.gov/ls/nu/sn/nslp.asp); and
2. Minimum Diet and Medical Diets as required by the Board of State and Community Corrections, Title 15 Minimum Standards For Juvenile Facilities, Division 1, Chapter 1, Subchapter 5 of the California Code of Regulations (available online at <https://www.cdfca.org/wp-content/uploads/sites/4/2018/12/FINAL-Juvenile-Title-15-Effective-2019-1-1.pdf>)

VTC is to have all menus developed in consultation with a certified dietician who shall review the menus at least every six (6) months.

Additionally, VTC must maintain menu, food production, and temperature records which demonstrate that the required food components, food items, or menu items are served each given day.

Meals will be delivered to the location and at the times specified in the contract. VTC must conform to nutritional requirements for youth based on gender, age and daily caloric allowances. Should an issue arise with a specific menu item, VTC will change the menu and provide an alternative food substitute upon request.

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		\$ 140,690.18	
State			
Federal		\$ 79,900.00	
Fees			
Other:			
Total		\$ 220,590.18	

Narrative: Funds for this contract will be accounted for in the FY2020-21 proposed budget and each consecutive FY budgets thereafter. Executing the contract will not increase the general fund to the Probation Department. Federal funds are used for a portion of this contract to reimburse for weekday lunch meals through the School Lunch program.

Key Contract Risks:

The risk analysis has been completed and no key contract risks have been identified.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send one fully executed original of the contract and one (1) minute order to:
Christina Sibley, Probation Department, 117 East Carrillo Street, Santa Barbara, CA 93101

Attachments:

Attachment A: Vocational Training Center (VTC), FY 2020-2023 Agreement

Authored by:

Shawn Small, Deputy Chief Probation Officer