



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: April 23, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

DocuSigned by:
Holly L. Benton

FROM: Department Holly L. Benton, Chief Probation Officer (805) 803-8644
Director(s)
Contact Info: Karyn Milligan, Manager (805) 882-3653

SUBJECT: Fiscal Year (FY) 2024-2026 Agreement with Community Solutions, Inc.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- A. Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Community Solutions Incorporated (CSI), to provide training and quality assurance and performance feedback of Motivational Interviewing, Evidence-Based Practices, and Strategic Case Management services, with a total contract amount not to exceed \$162,480 for the period beginning July 1, 2024 through June 30, 2026.
- B. Authorize the Chief Probation Officer or designee to approve subsequent immaterial changes to the agreement including authorizing additional services, amending program staffing requirements, amending service locations, and adding program goals, outcomes, and measures and reallocation of funds between funding sources. Authorize the Chief Probation Officer or designee to approve 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 each service. Immaterial changes can be made as long as the total contract amount of the agreement is not increased, and subject to the Board's ability to rescind this delegated authority at any time, and provided that in no event shall any such amendment extend the term of the agreement.
- C. 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

common sense exemption 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:

This item is before your Board to execute an Agreement with CSI to provide training and quality assurance and performance feedback in the recidivism-reducing framework of Motivational Interviewing (MI), Evidence-Based Practices (EBP), and Strategic Case Management (SCM) services. The Santa Barbara County Probation Department (Probation) originally partnered with CSI to provide training and quality assurance reviews of MI to Probation staff in 2018. The attached new Agreement with CSI, a community-based organization, will allow for continued training of Probation staff from July 1, 2024 through June 30, 2026.

Background:

MI is an evidence-based style of communication used to engage clients and enhance motivation toward positive behavior change in various areas connected to criminal behavior. When used by a skilled Probation officer, MI can increase a client's motivation to comply with supervision requirements, participate in treatment, and address criminogenic needs, thereby reducing their failure rate on community supervision. Probation began training officers in MI in 2013 and partnered with CSI in 2018.

Through a September 2021 University of Cincinnati Correction Institute assessment of the adult division of Probation, a need for additional evidence-based practices and strategic case management training was identified. To complement MI training, CSI was also contracted to provide instruction to Probation staff in the EBP framework with a focus on the concepts of risk, need and responsibility, and how each concept connects to the supervision of clients. Additionally, CSI trains Probation staff in the SCM model, the structured approach to client sessions that includes the use of cognitive based interventions. To ensure Probation staff are applying MI and SCM to fidelity, performance feedback is provided by a CSI coach to Probation staff in a one-on-one session that is strength-based and formative, utilizing and modeling the principles of MI and SCM so that Probation staff are provided concrete feedback and tools from which to build and grow. Once proficient, Probation staff continue to submit periodic recordings to CSI to ensure the learned skills are preserved.

Performance Measure:

The Agreement contains deliverables as outlined in the agreement and includes providing in-person and virtual trainings and ongoing quality assurance reviews of submitted staff recordings upon request of the County.

Fiscal and Facilities Impacts:

Budgeted: Yes, funds for the upcoming year will be included in the Probation Department's FY 2024-25 Recommended Budget.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total Contract Amount</u>
General Fund		\$ 81,240.00	\$ 162,480.00
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ 81,240.00	\$ 162,480.00

Narrative:

The attached two (2) year Agreement is for providing training and quality assurance and performance feedback of MI, EBP, and SCM services. The total contract amount is funded by the General Fund, which includes \$81,240 for FY 2024-25 and \$81,240 for FY 2025-26, with the total contract amount not to exceed \$162,480. Funds for the FY 2024-25 portion of this Agreement have been accounted for in the Probation Department's FY 2024-25 proposed budget, and the funds for the FY 2025-26 portion of the Agreement will be included through the FY 2025-26 Probation Department's proposed budget.

Execution of the Agreement for Services of Independent Contractor with CSI 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:

Probation Department
Attn: Fiscal Services Unit
117 E. Carrillo St.
Santa Barbara, CA 93101

Attachments:

Attachment A: Agreement for Services of Independent Contractor with Community Solutions Incorporated (CSI)

Authored by:

Karyn Milligan, Probation Manager