

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
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Agenda Number:
Prepared on: 03/20/06
Department Name: County Executive Officer
Department No.: 012
Agenda Date: 03/28/2006
Placement: Administrative
Estimate Time:
Continued Item: Yes
If Yes, date from: 03/14/06

TO: Board of Supervisors

FROM: Michael F. Brown
County Executive Officer

STAFF CONTACT: Victor Zambrano
Administrative Analyst, 568-3407

SUBJECT: Response to the Board's request for additional information regarding the contract with the Community Action Commission

Recommendation(s):

That the Board of Supervisors:

- A. Execute a contract with the Community Action Commission (CAC), a local vendor, to provide lunch to the Santa Barbara Juvenile Hall and the Villa Esperanza Counseling and Education Center (CEC), and lunch and dinner meals to the Santa Maria Juvenile Hall in an amount not to exceed \$361,288 between July 1, 2005, and June 30, 2006.

Alignment with Board Strategic Plan:

The recommendation(s) is primarily aligned with Goal No. 2 A Safe and Healthy Community in Which to Live, Work, and Visit.

Executive Summary and Discussion:

On March 14, 2006, the Probation Department submitted a Board letter requesting authorization by the Chair to execute a contract with the Community Action Commission, a local vendor, to provide lunches to the Santa Barbara Juvenile Hall and the Villa Esperanza Counseling and Education Center, and lunch and dinner meals to the Santa Maria Juvenile Hall.

Per the discussion, additional information was requested regarding why CAC was chosen as the contractor and actual spending for meals in FY 2005-06 and expected spending for FY 2006-07. In response to the request the following information is provided:

The CAC proposal was 3%, or \$13,140 greater than the other respondent. However, the CAC bid included all Probation sites while the other respondent only bid on the Santa Maria Juvenile Hall. This would have required two separate contracts, one for north and one for south county facilities. Recognizing that the County would have additional expense in administering two contracts and processing two separate payments, as well as added monitoring of meal records, the cost savings on meals did not outweigh the compliant readiness of CAC.

In addition, the respondents were evaluated on both meal cost and their readiness to meet the requirements of the applicable state and federal meal reimbursement programs that finance much of the Probation Department's institutional nutrition services. The CAC is in compliance and meets the requirements of the state and federal meals program and is in fact subject to the same standards for additional reimbursable meals their agency prepares for another school-based program.

Because CAC is in compliance with reimbursement standards, 65% or \$234,513 of the total contract cost of \$362,228 will be financed with revenue from the State and Federal School Breakfast and Lunch program, resulting in a General Fund share of this contract of \$126,775. Without compliance, the General Fund could bear the total cost of the contract.

While it is possible that the other vendor could meet, with time and training, state and federal requirements, proficiency in using the required software is achieved only after significant use. There was concern that while a new vendor was becoming proficient, additional county staff time would be required to review procedures and meal records to assure that the software was being used correctly and that the nutritional content of meals and record keeping met state and federal standards.

For these reasons, the Probation Department recommended that this contract be awarded to the CAC.

The Probation Department orders meals on a daily basis based on the daily population of the facility. Typically, the Department sets the upper limit of the contract somewhat higher than the anticipated use, but only pays for the meals that are actually purchased. Given the appetites of teen age boys, it is not uncommon for Institution staff to give feedback to the contractor regarding portion size. Staff also gives feedback as to the popularity of menus. Staff has the authority under the contract to request menu changes. However, any adjustments to portions or menus must be within the nutritional guidelines of the School Breakfast and Lunch Program and meet the Corrections Standards Authority (CSA) Guidelines for meals. The cost per meal is governed by the contract and does not change.

The Department has confirmed that peanut butter and jelly sandwiches are provided to the residents of the halls with their lunches, but these are not included as part of the food contract. This practice originated during the tenure of the previous contractor (the respondent in this case) and continues today with CAC. The cost per sandwich is estimated between \$.26 (wheat bread) and \$.37 (bagel), for a total annual food cost at the Santa Maria Juvenile Hall ranging between \$8,486 and \$ 11,315 and approximately \$3,395 for Santa Barbara Juvenile Hall, depending on population and alternate meal orders (sandwiches are also available for new bookings, missed meals, medical supplements, etc.)

For the 2005-06 contract, the Probation Department reviewed all nutrition standards governing the Institutions; the statement of work requires that meals meet the nutrition standards for teens 13 to 18 years old when averaged over each week and exceed the minimum diet as provided in the Guidelines for Section 1461 of Title 15 of the CSA Minimum Standards for Juvenile Facilities, in order to satisfy the caloric needs of juveniles.

Below are statistics that show the original contract amount versus actual expenditures for FY 2004-05 and the contract amount for FY 2005-06 and expected usage:

FY 2004-05 Meal Contract with CAC: \$327,636
Actual Expenditures for meals: \$267,908

- The cost of each meal was \$3.50 per meal. The Probation Department purchased 76,545 meals in FY 2004-05

FY 2005-06 Meal Contract with CAC: \$361,288
Expected Expenditures for meals: \$312,652

- The cost of each meal is \$3.50 per meal. The Probation Department expects to purchase 89,329 meals in FY 2005-06, based on the current monthly usage of 7,444 meals per month. The contract would allow for the purchase of up to 103,225 meals in FY 2005-06.

Recurring Performance Measures for the Juvenile Halls and CECs include:

To protect and serve the community and to ensure the safe and secure detention of detainees: Provide no more than 100% of 7,300 annual bed days at Santa Barbara Juvenile Hall.

To protect and serve the community and to ensure the safe and secure detention of detainees: Provide no more than 100% of 32,850 annual bed days at Santa Maria Juvenile Hall.

Mandates and Service Levels:

Specific Probation Department mandates are attached for you review.

Fiscal and Facilities Impacts:

The contract is in the amount of \$362,228 of which 65% or \$234,513 will be financed with revenue from the State and Federal School Breakfast and Lunch program. The General Fund share of this contract is \$126,775. All expense associated with this contract and the federal and state meal revenues are included in the Probation Department's FY 2005-2006 Adopted Budget. There will be no additional impact on the General Fund.

Because the CAC prepares meals offsite, there are no facility impacts.

Special Instructions:

None

CCs:

Scott DeuPree, Chief Probation Officer