



**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 19, 2018  
**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: Fiscal Year (FY) 2018-2020 Agreement with Community Solutions, Inc.**

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**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, Inc. (CSI) (a local vendor) to provide training and quality assurance of motivational interviewing services, with a total contract amount not to exceed \$49,680 (Attachment A);
- B. Authorize the Chief Probation Officer or designee to approve subsequent line-item budget changes to Attachment B-1 of each 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 each Agreement is not increased, and as long as the total budgeted amounts by each funding source are not exceeded;
- 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 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 these activities may have a significant effect on the environment, the activities are not subject to CEQA, and direct staff to file a Notice of Exemption (Attachment B).

**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 Agreement with a community based organization will provide officer training in a 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 department had reached its capacity with the previous vendor for these services. CSI has submitted a comprehensive proposal for MI training and performance review sessions. CSI currently provides evidence-based drug and alcohol group services, cognitive behavioral therapy and employment development to adults on probation supervision locally. The execution of the Motivational Interviewing (MI) agreement will add training in the approach demonstrated to decrease offender resistance and increase motivation to change.

**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		\$ 24,840.00	
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ 24,840.00	\$ -

**Narrative:**

Funds for this contract will be accounted for in the FY2018-19 proposed budget as well as the FY2019-20 proposed budget. Executing the contract will not increase the general revenue 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., FY 2018-2020 Agreement  
Attachment B: CEQA Notice of Exemption

**Authored by:**

Karyn Milligan, Manager