



**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: District Attorney
Department No.: 021
For Agenda Of: October 16, 2018
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors
FROM: Department Director Joyce E. Dudley, District Attorney, x2308
Contact Info: Michael Soderman, Chief Financial & Administrative Officer, x2304
SUBJECT: Cal OES Electronic Suspected Child Abuse Reporting System Program (E-SCARS)
Grant Award

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt the Board Resolution in Attachment A approving, ratifying, and authorizing the District Attorney to execute a Grant Agreement with the California Governor's Office of Emergency Services (Cal OES) accepting the Electronic Suspected Child Abuse Reporting System Program (E-SCARS) grant award for the current award period of January 1, 2017 through December 31, 2018 in the amount of \$300,000.00. The District Attorney will return to the Board of Supervisors to accept the subsequent grant award allocations which total \$450,000.00;
- b) Approve BJE No. 0006009 in Attachment C to increase appropriations in the amount of \$300,000.00 in District Attorney's Office General Fund for Salaries and Employee Benefits (\$158,428.00), Services and Supplies (\$26,572.00), and Capital Assets (\$115,000.00) funded by unanticipated revenue from Intergovernmental Revenue-Federal;
- c) Adopt the Salary Resolution in Attachment D effective October 22, 2018, adding one (1.0 FTE) EDP Systems and Programming Analyst Senior position to the District Attorney's Office, which will be fully-funded by the E-SCARS grant; and
- d) Determine that the above action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(4), because it consists of government funding

mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and approve the filing of a Notice of Exemption on that basis.

Summary Text:

The Electronic Suspected Child Abuse Reporting System (E-SCARS) program is designed to improve the system of information sharing between multidisciplinary agencies through a web-based database for reports of suspected child abuse. E-SCARS will be used to report, investigate, and track allegations of child abuse, neglect, or endangerment. The goal is to improve the coordinated response and investigation of reported cases of suspected child abuse.

The E-SCARS grant award will allow the District Attorney's Office to hire one full-time EDP Systems and Programming Analyst Senior. In order to do this, the Department will need to add one full-time equivalent (FTE) position for this program. This position will be fully-funded by the E-SCARS grant, and will be dedicated to the program. Board approval is required to adopt this Position Resolution.

The grant award will also fund a small percentage of the salaries and benefits for existing positions within the District Attorney's Office that will be involved in the E-SCARS program. In addition, the grant award will fund operating expenses associated with the implementation of the system, capital expenditures associated with the purchase of servers to host the E-SCARS system, and costs associated with training and development led by a consultant from the Los Angeles County Department of Children and Family Services, after which the Santa Barbara County E-SCARS program was modeled.

Background:

A Suspected Child Abuse Report (SCAR) is a Department of Justice standardized form that must be prepared in every known or suspected instance of child abuse or neglect. Whenever a mandated reporter reasonably suspects that child abuse, neglect, or endangerment has occurred, he/she must report this information to the Department of Social Services (DSS), Child Welfare Services (CWS), or the law enforcement agency with investigative jurisdiction. Once a SCAR is created, it is required to be cross-reported between DSS, the law enforcement agency, and the District Attorney's Office.

Currently, these reports are manually cross-reported by fax transmission or telephone. This manual process is antiquated, ineffective, and inefficient. In response to these limitations, the District Attorney's Office applied for and was awarded grant funding from Cal OES for the development and implementation of a web-based E-SCARS system for Santa Barbara County.

E-SCARS will facilitate the mandated duty to cross-report allegations of suspected child abuse among all affected agencies. E-SCARS will be a secure, web-based application linking DSS, the Sheriff's Office, the District Attorney's Office, and all other Santa Barbara County law enforcement agencies with each other. E-SCARS will enable the secure, electronic transmission and receipt of reports, which will help expedite interventions. It will also allow more robust audit functions to ensure accountability across agencies. In addition, improved tracking mechanisms will facilitate the District Attorney's oversight function as the lead law enforcement agency. The ultimate goal of E-SCARS is to close the gaps caused by the current manual system in order to better protect the children of Santa Barbara County.

Fiscal and Facilities Impacts:

Budgeted: No. Revenues and expenditures are included in BJE - 0006009. The amount reflected in the budget revision includes program expenses for the current grant period of January 1, 2017 through December 31, 2018. The total current program budget is \$300,000, with no required in-kind match.

Fiscal Analysis:

E-SCARS Grant Award Schedule		
<u>Federal Funding Sources</u>	<u>Grant Award Period</u>	<u>Grant Award Amount</u>
FY 2015-17 CJA0	1/1/2017 – 12/31/2018	\$ 300,000
FY 2018-21 CJA0	1/1/2019 – 6/30/2021	\$ 450,000
<i>Total Grant Award (no match required)</i>		\$ 750,000

The total E-SCARS program budget is comprehensive. It includes the cost of project implementation, initial hardware and software components, and recurring costs for running the program through December 31, 2018. The total award for the current grant period is \$300,000. This includes \$26,572 in operating costs, \$115,000 in capital equipment costs, and \$158,428 in Salaries and Employee Benefits costs. Salary and Employee Benefit costs are comprised of \$113,612 for one new 1.0 FTE EDP Systems and Programming Analyst Senior, as well as \$44,816 in salaries and benefits for existing positions within the District Attorney's Office that will be involved in the E-SCARS program including \$8,942 for 0.05 FTE of an existing IT Supervisor, \$10,038 for 0.05 FTE of an existing Chief Financial and Administrative Officer, \$18,221 for 0.06 FTE of an existing Chief Deputy District Attorney, and \$7,615 for 0.05 FTE of an existing Business Manager. The Department has received notification from the granting agency that an additional \$450,000 has been awarded through June 30, 2021. This will bring the total grant award for the E-SCARS project to \$750,000 for the period of January 1, 2017 through June 30, 2021. The District Attorney will return to the Board of Supervisors to accept the subsequent grant award allocations which total \$450,000.00.

Key Contract Risks: There is minimal risk to the County. Funds are reimbursed after program expenses are incurred.

Staffing Impacts:**Legal Positions:**

Add 1 new

FTEs:

Add 1.0

The E-SCARS grant award will fully-fund 1.0 FTE EDP Systems and Programming Analyst Senior position. This position will be dedicated to the E-SCARS program, and is contingent upon grant funding.

Special Instructions:

The Clerk of the Board shall post the Notice of Exemption upon Board approval. Please return one (1) Minute Order, one (1) copy of the Grant Award Resolution, and one (1) copy of the approved Notice of Exemption to Nicole Acosta, DA Department Business Specialist.

Please also return one (1) Minute Order and one (1) copy of the Salary Resolution to Stefan Brewer, Position Control Division, Human Resources Department.

Attachments:

- a) Board Resolution
- b) Grant Award Letter and Approved Subawards
- c) Budget Revision Request #0006009
- d) Salary Resolution
- e) Notice of Exemption

Authored by:

Nicole Acosta, Department Business Specialist (x2413)