

SAN MATEO COUNTY COMMUNITY CORRECTIONS PARTNERSHIP

Hall of Justice
400 County Center, Redwood City
(650) 363-4123



John L. Maltbie, Acting County Manager
John C. Beiers, County Counsel

Members

Stuart Forrest, Chair*
Chief Probation Officer

Adrienne Tissier
Board of Supervisors

Steve Wagstaffe*
District Attorney

Grace Nelson
District Attorney's
Office: Victims
Representative

Jean Fraser*
Health System
Department

Beverly Johnson
Human Services
Agency

Stephen Kaplan
Behavioral Health and
Recovery Services

John Joy
Human Services
Agency: Employment
Services

Beth Freeman*
Superior Court

John Digiacinto*
Private Defender

Susan Manheimer*
Chief, San Mateo
Police Department

Mike Nevin
Service League

Greg Munks*
Sheriff

Anne Campbell
County Office of
Education

*Executive Committee
Members

November 9, 2011 – 4:00 p.m.
455 County Center, Room 101, Redwood City

CCP MINUTES

1. Call to Order

Meeting was called to order at 3:30 p.m.

2. Public Comment

Speakers recognized by the Chair

Martin Fox, Veterans Advocate

Pastor André Harris

Jeanette Escalante

Jay Laefer, ACLU, Vice-Chair North Peninsula Chapter

3. Introductions

4. Old Business

- A. **On Partnership consensus, the minutes of October 12, 2011, were approved, as submitted.**

5. New Business

A. CCP Chair Report

- Chief Forrest
 - The infrastructure that currently exists is effectively absorbing the realignment population.
 - 15 CAIS assessments completed and entered into the system since October, however, the breakdown is too small to indicate a trend.
 - Seven assessments indicate high risk, seven moderate risks and one low risk.
 - Four clients did not have CAIS assessments because they were either in ICE custody or verified deported.
 - Two clients are in residential treatment.
 - Probation has found the information received from the institutions unreliable—requiring staff to verify the information and further delaying the processing of the paperwork.

B. Resource Development Associates

- Andy Riesenbergh, Consultant
 - Oakland based multi-service consulting firm working mostly with public sector organizations and community-based organizations to address the needs of underserved populations.
 - Discovery Phase – gather information, talk with stakeholder, CBO's and key informants to get feedback on service needs, service gaps and service priorities.

- Analysis of Stakeholder Input – analyze key issues gleaned from stakeholder meetings and feedback from the CBO forum in developing Local Implementation Plan (LIP).
- On or about February 3, post on CCP website a draft of the plan including the fiscal component. This will allow for a two-week period for CCP members to review the plan and provide feedback.
- On March 13, present the LIP including the fiscal component to the Board of Supervisors.
- RDA, as the consultants, will take the information from the statutory requirements of developing a plan, the CCP and community feedback, and consolidate that information aligning both the statutory requirements as well as the needs of the CCP and the community.

In response to a question from Susan Manheimer, Andy Riesenbergl indicated that the intention is to have the implementation plan and the fiscal plan integrated as one recommendation to the Board.

- Mikaela Rabinowitz, Consultant
 - The consultants will provide a monthly update on accomplishments and next steps.
 - Consultants will compile and analyze feedback from over 60 service providers that participated in the CBO forum.
 - Forum participants were tasked to clarify the services they provide, identify their needs from the county, and to make recommendations.
 - Consultants will produce a brief report for CCP recapping the feedback from the CBO forum.
 - Consultants will complete individual interviews to establish the roles and responsibilities of every department or agency serving the AB109 population.
 - CCP Half-Day Workshop on November 30 at the City of San Mateo Main Library.

In response to a question from Steve Wagstaffe, Melissa Wagner stated that staff and consultants are working on the process to consolidate the feedback from the various contributors to the plan. The information gleaned from the feedback will facilitate the February 15 meeting of the Executive Committee in finalizing the plan for presentation to the Board.

In response to a question from Stephen Kaplan, Melissa Wagner stated that the roles of the CCP and the Executive Committee as well as the relationship between the budget planning and budget approval process will be discussed at the November 30 half-day workshop. Additionally, that discussion will be agendaized for the December 7 meeting.

C. Health System and Human Services Agency

- Jean Fraser/Beverly Johnson
 - The Service Connect PowerPoint Presentation highlighted the eight principles for effective intervention.
 - HSA has a satellite office on the first floor of the Hall of Justice building (directly across from the Board of Supervisor's chambers). Clients can readily seek assistance with housing, food, transportation, and clothing. Clients can also apply for general assistance and other programs should they qualify.
 - HSA has developed a process to meet clients housed at the Maguire Jail due to an outstanding warrant.

- HSA negotiated a debt repayment program with the Department of Child Support Services to allow individuals to get a drivers license.
- When clients report back to probation on their second appointment, Health System's staff will meet with the individual to offer medical services, mental health services, and substance abuse treatment and, if necessary, develop a treatment plan.
- Services contracted through Health can be reimbursed 50% of the cost by Federal government if clients are enrolled in either Medi-Cal or ACE.

D. Fiscal Workgroup

- Jim Saco
 - The approved September ATR was \$994,840.
 - The proposed December ATR is \$1,934,621.

In response to a question from Beverly Johnson, Adrienne Tissier clarified that HSA should not write additional contracts hoping that they will be trued up in the future. If the contracts are significant, then they should be evaluated. The numbers are low now, but there needs to be some interim discussions because contracts might be exhausted.

- Chief Forrest
 - Moved to cancel December 21 CCP Executive Committee meeting. Seconded. All ayes.

6. Adjournment

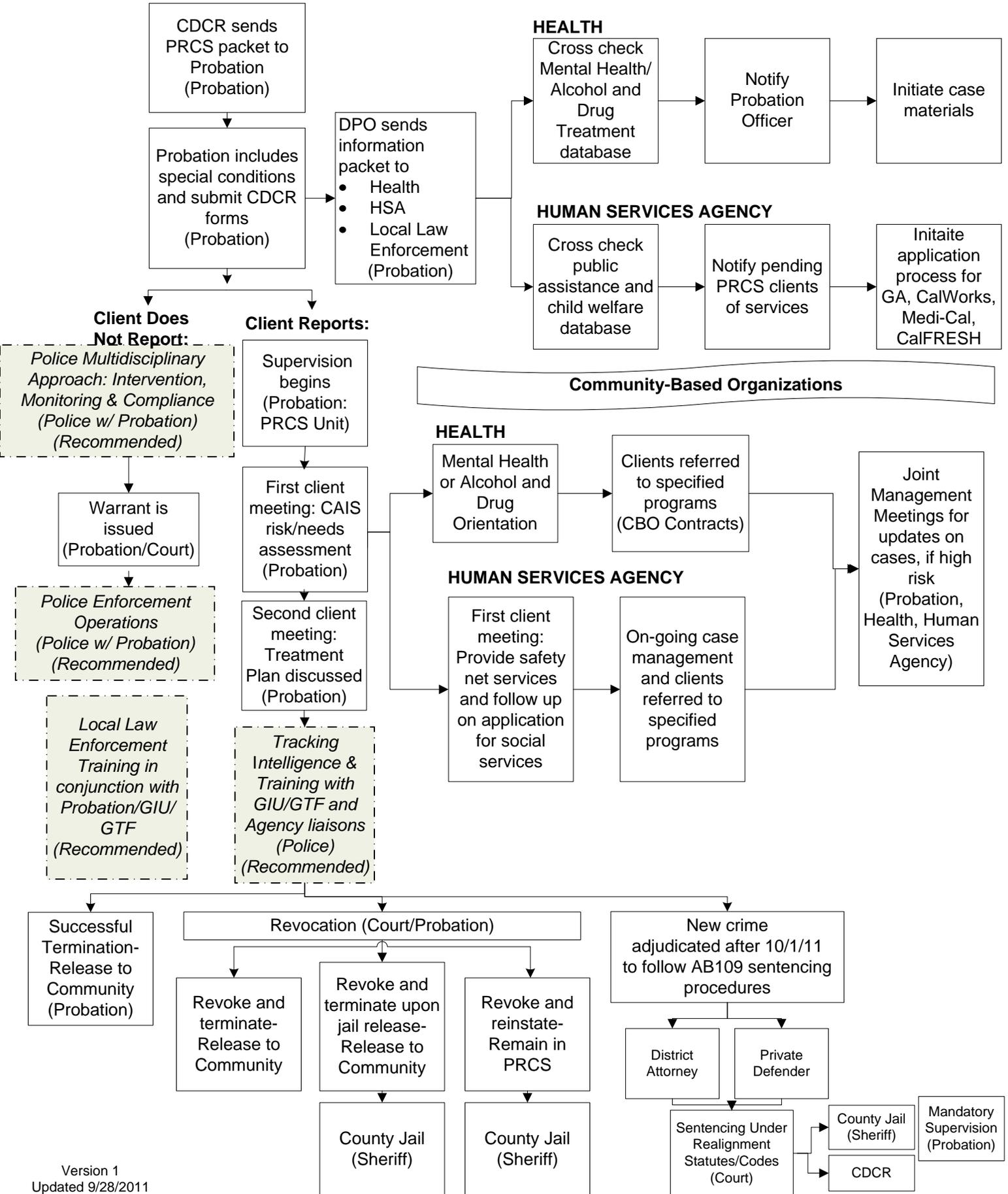
Meeting was adjourned at 5:20 p.m.

AB109 INTERIM REALIGNMENT PROCESS

SAN MATEO COUNTY BOARD OF SUPERVISORS

COMMUNITY CORRECTIONS PARTNERSHIP

COUNTY MANAGER'S OFFICE



AB109 INTERIM REALIGNMENT PROCESS

SAN MATEO COUNTY BOARD OF SUPERVISORS

COMMUNITY CORRECTIONS PARTNERSHIP COUNTY MANAGER'S OFFICE

PROBATION

Probation receives CDCR PRCS packet

Probation includes special conditions and submits CDCR forms

Probation sends information to

- Health
- HSA
- Local Law Enforcement

HEALTH

Cross check Mental Health/ Alcohol and Drug Treatment database

Notify Probation Officer

Initiate case materials

HUMAN SERVICES AGENCY

Cross check public assistance and child welfare database

Notify pending PRCS clients of services

Initiate application process for GA, CalWorks, Medi-Cal, CalFRESH

LOCAL LAW ENFORCEMENT

Information Sharing:
Share population data with police/sheriff/probation agency liaisons & crime analyst at GIU/GTF

Tracking:
Intelligence & planning with agency liaisons

LLE Training:
Start-up and ongoing training with all agencies

Multi-Disciplinary Approach:
Intervention/monitoring & compliance/enforcement operations

Community-Based Organizations

HEALTH

Mental Health or Alcohol and Drug Orientation

Clients referred to specified programs (CBO Contracts)

Joint Management Meetings for updates on cases, if high risk (Probation, Health, Human Services Agency)

HUMAN SERVICES AGENCY

First client meeting: Provide safety net services and follow up on application for social services

On-going case management and clients referred to specified programs

PROBATION

Client Does Not Report:

Client Reports:

Warrant is issued (Probation/Court)

Supervision begins

1st client meeting: CAIS risk/needs assessment

2nd client meeting: Treatment plan

Revocation (Court/Probation)

New crime adjudicated on/after 10/1/11 to follow AB109 sentencing procedures

Successful termination-release to Community

Revoke and terminate-release to community

Revoke and terminate upon jail release-release to community

Revoke and reinstate-remain in PRCS

County Jail (Sheriff)

County Jail (Sheriff)

District Attorney

Private Defender

Court

CDCR

Mandatory Supervision: Straight (Sheriff)

Mandatory Supervision: Split (Sheriff/Probation)

Community Corrections Partnership (2011-12-07)

Cost Summary for AB 109 Public Safety Realignment_FY 11-12 as of 11.18.2011

1. Programmatic Allocation (for AB 109 implementation to fund the range of programmatic and detention options)Total Allocation: \$4,222,902

Department	Total Costs as of 11.18.2011 (see details in attached sheets)			
	Personnel Costs*	Operating Costs	Client Needs & Svcs Costs	Total
Probation Department	\$ 88,928	\$ 28,676	\$ -	\$ 117,605
District Attorney				
Sheriff's Office				
Health System	\$ 4,252	\$ 3,410	\$ 3,538	\$ 11,200
Human Services Agency	\$ 13,742	\$ 35,457	\$ 6,136	\$ 55,336
Total Costs	\$ 106,923	\$ 67,543	\$ 9,674	\$ 184,141

Balance \$4,038,761Designations by ATR 994,840 0 0 \$994,840

* Personnel costs through November 12, 2011 payroll. ATR has committed \$994,840 for salaries & benefits. Actual available balance is \$3,150,844.

2. One-time Allocation for start-up costs (training and retention) to help cover counties' costs associated with hiring, retention, training, data improvements, contracting costs, and capacity planningTotal Allocation: \$297,975

Department	Total Costs as of 11.18.2011
Probation Department	
CCP administrative support costs (MA's time and Admin Secre's time)	27,952
Training costs for PRCS officers and CCP members	5,831
ISD charges for modifying Probation violence report	1,010
District Attorney	
S&B costs for creating Access Database to Track Cases	2,070
Total Costs	36,863

Available Balance \$261,1123. One-time allocation for CCP planning to assist county's CCP in developing local implementation planTotal Allocation: \$150,000

	Total Designations
Probation Department-Facilitator Contract	25,000
Probation Department-Consultant Contract	25,000
Total Designations	50,000

Available Balance \$100,0004. District Attorney/Public Defender revocation costs to fund activities associated with the revocaion hearingsTotal Allocation: 151,371No actuals year-to-date.

Staffing Cost Summary from Proposed Interim Funding Requests:											
Department/Agency	Job Class	#FTE	Annual Salaries and Benefits	Year 1 Costs and Funding Request			Start Date	Actuals 11/18/11	Committed 11/18/11	Total	Purpose/Assumptions
				Year 1 Costs	Other Funding Source	AB109 Funds					
Probation Department											
	Probation Services Manager I	1	147,167	122,639	0	122,639	Sept. 2011	17,788		17,788	PRCS unit manager
	Senior DPO	1	145,989	121,658	0	121,658	Sept. 2011	526		526	PRCS unit staffing
	Deputy Probation Officer III	5	702,680	316,206	0	316,206		56,158		56,158	PRCS unit staffing; 2 every 3 months starting from Oct. 2011; additional 2 will be needed FY 11-12, which is not included here
	Legal Office Specialist	1	98,380	73,785	0	73,785	Sept. 2011	14,456		14,456	PRCS unit clerical support
	Total Probation	8.00	1,094,216	634,288	0	634,288		88,928	0	88,928	
District Attorney											
	Total District Attorney	0.00	0	0	0	0		0	0	0	
Health System											
	Psychiatric Social Worker/MFT	1	117,557	86,614	43,307	43,307	Oct. 2011	945		945	To provide mental health assessment and linkage/breakage to mental health services
	Assessor/Case Manager	1	109,503	80,692	40,346	40,346	Oct. 2011	3,307		3,307	To provide mental health assessment and linkage/breakage to drug treatment services
	Psychiatrist	0.2	43,989	32,345	16,173	16,173				0	To provide medication management services
	Total Health	2.2	271,049	199,651	99,826	99,826		4,252	0	4,252	Assuming 50% federal funds
Human Services Agency											
	Social Worker	1	129,500	97,125	0	97,125	Oct. 2011			0	To provide family reunification/social work case management
	Community Worker	1	85,732	64,299	0	64,299	Oct. 2011			0	To provide linkage to community services
	Benefit Analyst II/III	1	105,988	79,491	39,746	39,745	Oct. 2011	4,660		4,660	To provide eligibility determination services
	Human Services Supervisor	0.5	64,490	48,455	0	48,455		9,082		9,082	To provide lead supervision, coordination, policy, procedure, and quality control of HSA's Service Connect team
	Total HSA	3.5	321,220	289,370	39,746	249,624		13,742	0	13,742	
San Mateo County Police Chiefs and Sheriff Association											
	Crime Analyst	1	129,822	75,730	0	75,730	Dec. 2011			0	To work in conjunction with the GIU tracking and coordinating crime and compliance efforts
	Total Police Chiefs and Sheriff Association	1	129,822	75,730	0	75,730		0	0	0	
Grand Total for Positions								106,923	0	106,923	

Operating Cost Summary from Proposed Interim Funding Requests:									
Department/Agency	Item Description	Annualized Costs	Year 1 Costs and Funding Request			Actuals 11/18/11	Committed 11/18/11	Total	Purpose/Assumptions
			Year 1 Costs	Other Funding Source	AB109 Funds				
Probation Department									
	General office supplies & operating	66,667	50,000	0	50,000	1,197	4,450	5,647	Includes office supplies, phone charges, office equipments, work station etc.
	Safety equipment and protective supplies	18,089	13,567	0	13,567			0	safety equipment is needed for the officers.
	3 Breathalyzer	1,800	1,800	0	1,800			0	for drug testing
	Drug test kits @1,000/yr	2,880	1,440	0	1,440	130		130	for drug testing
	2 cars @ \$28K + \$1,650 equipped with Radio	57,650	57,650	0	57,650			0	2 vehicles are needed for the officers out to the field.
	Vehicle maintenance cost	4,000	2,000	0	2,000			0	
	Vehicle Replacement costs	7,143	0	0	0			0	
	ISD charges for CCP agenda posting					808		808	
	Overhead	182,962	137,221	0	137,221	22,092		22,092	
	Total Probation	341,191	263,678	0	263,678	24,226	4,450	28,676	
District Attorney									
								0	
								0	
								0	
	Total District Attorney	0	0	0	0	0	0	0	
Health System									
	Peer to Peer support services	37,500	37,500	0	37,500			0	To provide peer support services primarily for clients needing alcohol and drug treatment services.
	Operating costs @ \$7,000 per position	10,500	10,500	5,250	5,250		292	292	
	Desktop computers	800	800	0	800	500	0	500	Laptop computer for one filled FT position
	Avatar license	1,250	1,250	0	1,250	614	0	614	Licenses for BHRS EHR
	Office Space Lease	14,447	10,028	0	10,028	0	1,671	1,671	Temporary in-take center at 455 County Center, shared office space for HSA and Health staff
	Overhead	32,848	29,948	0	29,948	0	333	333	IT development
	Total Health	97,345	90,026	5,250	84,776	1,114	2,296	3,410	Assuming 50% federal funds
Human Services Agency									
	Office Space Lease	14,447	10,028	0	10,028	0	1,671	1,671	Temporary in-take center at 455 County Center, shared office space for HSA and Health staff
	* Laptops for unit	3,810	3,810	0	3,810	2,778		2,778	ISD charge to Reconfig Phone and IT wiring in Parolle Space at 400 Count Center
	Overhead (29% of personnel)	93,154	83,917	0	83,917		31,008	31,008	
	Total HSA	111,411	97,755	0	97,755	2,778	32,679	35,457	
	Grand Total for Operating Costs					28,118	39,425	67,543	

Client Needs and Services Costs Summary from Proposed Interim Funding Requests:

Year 1 Costs and Funding Request						Actuals 11/18/11	Committed 11/18/11	Total	Purpose/Assumptions
Department/Agency	Item Description	Yr2 Costs	Year 1 Costs	Other Funding Source	AB109 Funds				
Probation Department									
	Contracted GPS	173,010	129,758	0	129,758			0	Per vendor quote based on 100 units/yr for hybrid GP!
	Total Probation	173,010	129,758	0	129,758	0	0	0	
Health System									
	Medical care @ \$6612 per client annual	1,057,920	600,370	300,185	300,185	1,924		1,924	Assume 80% enrollment; 50% utilization; total of 227 clients Y1, 400 clients Y
	Low-level mental health services @ \$6027 per client annually	446,904	253,618	126,809	126,809		30	30	Assume 18% need, total of 227 client Y1, 400 Y2; 50% of costs will be reimbursed by federal funds
	Intensive mental health services @ \$20,425 per client annually	817,000	469,775	234,887	234,888			0	Assume 10% need, total of 227 client Y1, 400 Y2; 50% of costs will be reimbursed by federal funds
	Intensive residential AOD treatment @ \$9,000 per client annually	225,000	180,000	90,000	90,000		744	744	Assume Y1 = 20; annualized = 25
	Intensive outpatient AOD treatment @ \$4,478 per client annually	129,862	102,994	51,497	51,497		840	840	Assume Y1 = 23; annualized = 29
	Outpatient AOD treatment @ \$2,052 per client annually	100,548	80,028	40,014	40,014			0	Assume Y1 = 39; annualized = 49
	Total Health	2,777,234	1,686,785	843,392	843,393	1,924	1,614	3,538	Assuming 50% federal funds
Human Services Agency									
	Grocery gift cards @ \$25 each	18,000	13,500	0	13,500		800	800	Assume 100% of clients will need gift cards. Gift Cards will be handed out in \$25 dollar increments one time.
	Motel Vouchers @ \$75/day up to 30 days	252,000	189,000	0	189,000		3,657	3,657	Assumes some clients will need Motel Vouchers (15 clients/month/ 14 days only)
	Housing adds 5 clients per month	594,000	272,250	0	272,250			0	Assumes adding 5 clients per month and leveling off at 30
	Bus Pass @ \$64/month	110,592	59,904	0	59,904	572	222	794	Assume 80% of clients will need bus passes (24 clients*6 months)
	Phone Cards @ \$10/month	17,280	9,360	0	9,360		90	90	Assume 80% of clients will need phone cards (24 clients added per month, one time)
	Clothing Vouchers @ \$20/month	17,280	9,360	0	9,360	200	40	240	Assume 80% of clients will need clothing vouchers (24 clients added per month, one time)
	Food Support for ineligible / 6 months	216,000	117,000	0	117,000			0	Assume 50% of clients ineligible due to drug conviction (15 clients)
	Vocational Training	240,000	136,200	0	136,200			0	Assume 30% of clients \$ 2000 per (one time)
	Employment services (Contracted out)	100,000	75,000	0	75,000			0	Assume 30% of clients
	Career Interest Assessment	8,400	4,000	0	4,000			0	Assume 25% of clients \$70 per (one time)
	Community Mentor (Pastor Harris Contract)	20,000	14,000	0	14,000		500	500	To provide supervisee, peer engagement, through individual mentoring, strength based counseling, and group counseling sessions to support reduced recidivism.
	Support Services (DMV, Licensing, Assessment)	30,000	30,000	0	30,000		55	55	Assume 30% of clients
	Total HSA	1,623,552	929,574	0	929,574	772	5,364	6,136	
Sheriff's Office									
	Clothing & Personal Needs	15,910	3,618	3,618	0			0	\$0.18 x 241 inmates x 365 days. Prorated in year on
	Food Items - Maguire	757,258	360,629	360,629	0			0	\$8.61 x 241 inmates x 365 days. Prorated in year on
	Household Items	88,608	42,216	42,216	0			0	\$1.01 x 241 inmates x 365 days. Prorated in year on
	Inmate Medical Costs	1,347,684	508,236	508,236	0			0	\$15.32 x 241 inmates x 365 days. Prorated in year on
	Hope Inside Programming	109,445	27,361	27,361	0			0	per MSF estimate in 2008
	Total Sheriff's Office	2,318,905	942,060	942,060	0	0	0	0	Year 1 will use existing budget and/or Reserves to fund
	Total Client Needs and Svcs					2,696	6,978	9,674	
Other Trust Fund Designations									
San Mateo County Police Chiefs and Sheriff Association									
	Supplemental Funds	650,000	291,815	0	291,815			0	This will create a pool of funds for law enforcement agency enforcement, compliance coordination, and collaboration with probation on home visits, monitoring, intervention, and enforcement distribution. Agencies will bill their needs and be reimbursed.
	Total Police Chiefs/Sheriff Assoc					0	0	0	
Countywide									
	Contingency Appropriation				150,000			0	
	Total Countywide Contingency					0	0	0	
	Grand Total	7,592,701	3,979,992	1,785,452	1,902,725	2,696	6,978	9,674	

Training Cost Summary from Proposed Interim Funding Requests:

Department/Agency	Item Description	Annualized Costs	Year 1 Costs and Funding Request			Actuals 11/18/11	Committed 11/18/11	Total	Purpose
			Year 1 Costs	Other Funding Source	AB109 Funds				
<u>Probation Department</u>									
	One-time Specialized training @5,000/sworn staff	45,000	30,000	0	30,000	5,831		5,831	Specialized trainings to help officers up to speed to manage this population.
	Annual ongoing STC requirement @1,000/staff	9,000	0	0	0			0	Mandatory trainings for sworn officers.
	Total Probation	54,000	30,000	0	30,000	5,831	0	5,831	
<u>District Attorney</u>									
	Total District Attorney	0	0	0	0	0	0	0	
<u>Human Services Agency</u>									
	Staff training/Staffing costs	12,000	12,000	0	12,000			0	
	Total HSA	12,000	12,000	0	12,000	0	0	0	
Total for Training Costs						5,831	0	5,831	
<u>San Mateo County Police Chiefs and Sheriff Association</u>									
	Training	50,000	50,000	0	50,000			0	This will create a pool of funds to be used for Training purposes
	Total Police Chiefs and Sheriff Association	50,000	50,000	0	50,000	0	0	0	
Grand Total						5,831	0	5,831	

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COMMUNITY CORRECTIONS PARTNERSHIP 2012 MEETING SCHEDULE

All meetings are scheduled from 3:00 pm – 5:00 pm

DATE / TIME	LOCATION	COMMENTS
Thursday, 01/12/2012	Pending	Executive Committee
Thursday, 01/26/2012	Pending	
Friday, 02/03/2012 No CCP meeting	Pending	Local Implementation Plan posted to the CCP website
Tuesday, 03/13/2012 No CCP meeting Board of Supervisors Meeting	Board Chambers 400 County Center, 1 st Floor, Redwood City, CA	Board meeting to review and vote on the CCP Local Implementation Plan
Thursday, 03/15/2012	Pending	
Thursday, 04/19/2012	Pending	
Thursday, 05/17/2012	Pending	
Thursday, 06/28/2012	Pending	Budget Hearings scheduled for 06/18/12 – 06/21/12
Thursday, 07/19/2012	Pending	
Thursday, 08/23/2012	Pending	
Thursday, 09/20/2012	Pending	
Thursday, 10/18/2011	Pending	
Thursday, 11/29/2012		Thanksgiving 11/22/2012
Thursday, 12/20/2012	Pending	

* Unless otherwise noted, all meetings include the full CCP membership.

* The CCP Executive Committee can call additional meetings as needed.