**ALAMEDA COUNTY PROBATION DEPARTMENT**

COMMUNITY CORRECTIONS PARTNERSHIP

**FISCAL/PROCUREMENT WORKGROUP**

**July 7, 2020 from 3:02 p.m. to 4:56 p.m.**

**Online – Microsoft Teams Meeting**

**Meeting Minutes**

**Present**:

Still, Wendy, CPO (Co-Chair)

von Geldern, Eric, DA (Designee for Co-Chair, Nancy O'Malley)

Abernathy, Lisa, Probation

Anunne, Bede, Probation

Baker, Karen, Probation

Bituin, Maria Eleonor, Probation

Brooks, Rodney, Public Defender

Chen, Howard, Probation

Frazier, Donald, BOSS

Butler, Doug, DA

Grigsby, Janene, Probation

Toro, Jason, Community Works

Moses, Jean, Faith In Action EB

Lacy, Shahidah, BOS Dist5

Lim, Diane, Probation

Linchey, Jenny, Probation

Mason, Joey, Probation

McGrath, Kathryn, Probation

Mitchell, Kelly, Probation

Ocampo, Allison, GSA

Oddie, Sarah, BOS Dist 3

Roye, Karen, CAB

Saelee, Linda, Probation

Rowland, Shawn, LCSW

Siddiq, Sadaf, Probation

Temporal, Gina, Probation

Tolbert, Margaret, Probation

Turner, Charles, SSA

Warner, Jessie, City of Oakland

Wiggins, Matthew, CAO

Winter, Kelly, Probation

Wu, Irene, CDA

Additional Guests: 6

1. **Call to Order and Introductions**

Meeting was called to order at 3:02 PM

1. **Requests for Public Comment**

No public comment

1. **Meeting Minutes**

Meeting minutes from June 2, 2020 were reviewed and approved as written

1. **CORE Status Update – no report**
2. **Grants Update – Jenny Linchey**

**Sobrante Park Grant**

* + 1. Probation, working with Supervisor Miley's office and the City of Oakland, wrote two Prop 68 grants last July and August on behalf of the City of Oakland
		2. Prop 68 provided $250 million to renovate parks
		3. State received 478 applications, 62 were funded, including both of ours
		4. City of Oakland was granted $2.5 million for one park and $2.6 million for the other
		5. Both parks are in the Sobrante Park neighborhood in East Oakland
		6. Park renovations will be completed by March 2022 (COVID may cause extension)
		7. The community lead the planning and design process
		8. The Department of Public Works will determine who they hire to complete projects
	1. **Action Items**:
		1. **Jenny Linchey, Probation, will reach out to the Department of Public Works to determine if they have opportunities for local community members, people of color and/or justice involved individuals and inform Neola Crosby so that she can share the information; and**
		2. **Chief Still will write a letter encouraging the hiring of justice involved individuals from the local community**
1. **RFP and Contracts Update**
	1. **Probation Update – Karen Baker**
		1. Currently Probation's contract unit has 16 RFP's in the priority que; asking GSA to post seven this quarter: Adult Residential Multiservice Center, Cognitive Behavioral Therapy, Family Reunification, Legal and Therapy (3rd Rebid), Client Resource Meetings, Leadership and Entrepreneurship, Faith-Based Partnerships and Kinship
		2. Discussion:
			1. Probation is understaffed for the workload
				1. Disseminating funds and implementing CBO contracts to service providers to support our client's critical needs are delayed by the lack of adequate staff
				2. Chief Still has consistently raised this issue with the Board of Supervisors, the County Administrator's Office, the CAB and the CCPEC
				3. Chief Still is very concerned about critical needs being delayed by lack of staffing when funding is available; COVID-19 has exacerbated the vulnerability of this population and increased the need
				4. Each additional contract requires researching best practices, drafting, processing, writing scope, bidding it out, contract monitoring, etc. – all of which adds to the total workload
				5. As additional contracts are executed, the workload grows substantially. No additional new contracts will be processed, if additional resources are not allocated
			2. Anticipate posting Kinship in the next quarter (October, November, December)
	2. **Behavioral Health RFP Update** (no report from ACBH)

Chief Still provided the following information:

* + 1. Mild-to-moderate contracts have been awarded
		2. Probation is working very closely with Dr. Tribble and her staff to map out system and services, including service access to prioritize gap areas and ease access for clients, and updating the intercept map
		3. Dr. Tribble will be presenting at the Public Protection Committee on the mental health services mobile unit outside of the jail
			1. AB 109 funds are paying for second shift
		4. Pretrial is starting to access AB 109 contracted services and will include referring to the mobile unit – this the expansion is enhancing the connection between departments and service providers
	1. **Housing RFP Update – Karen Baker**
		1. Contracts for housing are in place with: BACS, BOSS, Men of Valor, Abode, East Oakland Community Project and 7th Step Hayward
		2. There are zoning issues with Kingdom Builders; the City of Oakland will decide on 7/11/2020 if

 the project can move forward

* + 1. Master RFP being developed with CDA – new process to allow for rapid housing with a variety of bed types and consistent prices
			1. RFP draft will be completed by week's end for review
			2. Would like to have it to the Board in August and contract shortly after
			3. Anticipating beds being online around September 2020
		2. Discussion:
			1. Total housing allocation is $5.8 million
				1. Includes: Hope Center, Holland, Fresh Start and 7th Step (30-36 capacity reduced to 15-16, due to COVID)
				2. Kingdom Builders Dream Center, post-COVID 26-39 beds; contract is with CDA and was approved by Board

**Action Item**: **Ask Neola to confirm which line item Dream Center is coming from**

1. **FY 20/21 Funding – Chief Wendy Still**
	1. State Budget Impact
		1. State has revised anticipated FY 21/22 funding – $25,198,027 adjusted to $21,251,054
		2. County Departments provided County Administrator with 5, 10 and 15% budget reduction plan
		3. Alameda County has a $121 million budget gap; County may get reimbursed for unexpected COVID expenses
		4. Budget impact/current forecast is bleak – more will be known late summer, after next State budget action
			1. State will act after more is known about how much they will receive from state income taxes (due July 15th), COVID cost, and the amount of federal reimbursement – likely will be late summer
			2. CAO to make recommendations to the Board regarding budget reductions after the State takes their action.
		5. The Governor put in his May Revise Budget that DJJ will be closed to intake in January
			1. Counties would provide that function (post-disposition service)
			2. Unknown fiscal impact; still open budget issue
	2. Growth Fund Balance
		1. Balance is $11 million
		2. The balance will cover payments for fees for quite some time
		3. No growth money provided from the State will be provided this year
	3. Incentives, Stipends, Barrier Removal
		1. Probation is conducting an analysis of all contracts to determine funds available for incentives/stipends
		2. Resources are very limited during COVID; need to incentivize clients
			1. FUBU providers were concerned with not having enough resources for incentives, because of increased basic needs due to COVID; providers will suggest ideas to ensure engagement
			2. Discussion:
				1. Money originally put in trust for concrete services support; at a previous meeting, the District Attorney asked to make the trust more generic and not specifically tied to barrier removal and concrete services
				2. The trust funds should be utilized to create the best safety net possible for clients
				3. $2 million in trust was originally supposed to provide barrier removal services, but category too broad to write RFP, and the DA requested the money be put in trust
				4. CAB thanked Chief Still and the team for prioritizing housing and stipends that go directly to individuals
				5. When people are released, they go into a 14-day quarantine which is incentivized by providing cell phones, tablets, two weeks reduction from their probation time and $200 once the quarantine period has ended

State's early release process is changing rapidly; County is being proactive

HCSA/Probation currently discussing how to ensure the safety of the Parole population

* + - * 1. CAO asked that we wait until the contracts are executed before going to the Board for approval, which is why some of the items on the spreadsheet are not "Approved"
	1. Approve allocation increase of $1,200,000 for Career Technical Education (CTE)
		1. Recommendation – deduct $1.2 million to increase CTE from the trust (since it is a prior year’s allocation)
		2. Trust would be reduced to $800,000
	2. Approve allocation increase of $1,966,766 to restore $4 million previously allocated for CORE
		1. CORE was delayed, so LCA contract to operate TDRC was extended to ensure continuity of services, which cost $1,966,766
		2. Discussion
			1. Based on what was written on the agenda, Nancy O'Malley instructed her designee, Eric von Geldern, to vote no on both items
			2. Chief Still suggested taking the CTE funds from the balance and not the trust and noted that voting down this recommendation would mean stipends/services will stop, in the midst of COVID; LAO is already out of money and CEO will be out of funds shortly
				1. Last time services were interrupted, the Board was very upset, because clients need services and the delay would cause a break in services for clients.
			3. Completely revamped CTE contracts; vendor only gets paid if milestone benchmarks are met
			4. LAO is far exceeding milestone goals and expectations and clients who really need support now will be disadvantaged, if more funds are not allocated
				1. LAO transitioned to online learning during COVID, which is how they are keeping their clients engaged and continually hitting their milestones during this pandemic
				2. LAO submitted an invoice; there are no funds available to pay the invoice
			5. Performance Measures: CORE is exceeding expectations
				1. Number of referrals in two months are equivalent to what LCA did in a year (203 compared to 213)

90% of clients are engaged in services

* + - * 1. Also providing services through CORE that are critically needed during COVID
				2. CORE/Felton just started providing services under their contract two months ago – long term sustainable job data not yet available
			1. Comments: 1) Would like data on sustainable job attainment versus enrollments; 2) Benchmarks should be evaluated to ensure they reflect success
			2. Suggestion: Hold an emergency meeting to allow DA Nancy O'Malley to be present for the discussion, since the DA's designee was told not to vote for the recommendations
				1. An emergency meeting will also allow for more information about these programs to be shared and to determine if the funds should be utilized differently
				2. Chief Still noted that the discussion already occurred; money for CORE was already discussed and allocated based on a determination that $4 million is needed to run the program

CORE's bid in RFP was $4 million – multiyear contract

CAO would only allow an allotment to CORE of actual bid amount

CORE will need entire $4 million already approved to provide services

Increased funds will cover money that went to LCA for bridge services

* + - * 1. An emergency meeting will be difficult because Probation is short on staff and time

If items are not approved today, it will cause a break in service – the recommendation must go to CAB (their meeting is tonight), then CCPEC (meeting on the 20th); the next CCPEC meeting is not until September

* + - 1. Suggestion: Have the CTE providers present at the July Programs and Services Workgroup meeting
				1. Would be great to have them present, but it won't stop the break in services

The July CCPEC meeting is before the Programs and Services Workgroup meeting

* + - * 1. CTE providers presented at the Programs and Services Workgroup meeting last year when they received the contract and shared their plan for services; it would be nice to hear if they have been able to meet those benchmarks and to hear updated information regarding services
			1. Comments: Do not need a unanimous vote; majority consensus allows recommendations to move forward and will prevent a break in service
				1. What is the process for determining consensus in Workgroups?
				2. No official requirement for vote; able to move recommendation forward
				3. Suggestion: Discuss at the next Process and Evaluation Workgroup and have them determine the appropriate process

Concern: The question is more appropriate for County Counsel

* + - * 1. **Action Item**: **Ask County Counsel about appropriate process**
				2. Consensus was reached amongst the meeting attendees that do not work for Probation
			1. **Action Items**:
				1. **Move recommendation forward to CAB with recommendation that funds do not come from the trust, out of respect for the DA; and**
				2. **Provide additional information to the DA**
			2. Suggestion: Need to discuss the frequency/order of bringing contracted service providers back to provide feedback
			3. RDA report about to be released: 20-23% recidivism reduction for every individual engaged in services; looking at new science/evidence/research to do new things that will truly make a difference
1. **Next Meeting**
	1. August 4, 2020 ∙ 3:00 PM – 5:00 PM; this meeting will be a video conference
	2. May need to have an August CCPEC meeting, since the next CCPEC meeting is not until September
2. **Public Comment:** None