

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

Clerk of the Board Use Only

Meeting Date

Held Until

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Agenda Item No:

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Agenda Item No:

**Department:** Probation

**( ) 4/5 Vote Required**

**Contact:**  
Robert Ochs

**Phone:**  
(707) 565-2732

**Board Date:**  
10/27/09

**Deadline for Board Action:**

**AGENDA SHORT TITLE:**  
2009 JJCPA Department Allocation

**REQUESTED BOARD ACTION:**

Resolution to change the Department Allocation List, Index 043927, to (1) delete 1.0 Probation Assistant and 1.0 Probation Officer II, (2) add 1.0 Administrative Aide and 1.0 Probation Officer III, and (3) change staff positions to On-Going designation.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD APPROVAL**

**Estimated Cost**

\$20,770

**Contingencies**  
(Fund Name:)

**Amount Budgeted**

\$20,770

**Unanticipated Revenue**  
(Source:)

**Other Avail Approp**  
(Explain below)

\$0

**Other Transfer(s)**  
(Source:)

**Additional Requested:**

\$0

**Add'l Funds Requested:**

**Explanation (if required):**

**Prior Board Action(s):**

06/23/09	N/A	JJCPA 2009 Contracts
06/17/08	08-0551	JJCPA 2008 Application and CBO Contracts
01/08/08	08-0031	JJCPA 30-Day Program

**Alternatives – Results of Non-Approval:**

(1) If the PO-III position is declined, the allocation of School caseloads will not match the demographic needs of the region; (2) if the Administrative Aide position is declined, the duties required by JJCPA referral and reporting needs will not be met by current staffing allocations; (3) if the On-Going status of JJCPA positions is declined, Probation will submit a Department Allocation Resolution annually.

**BACKGROUND:**

The Juvenile Justice Crime Prevention Act (JJCPA) is State legislation that supports community-based programs that have been proven effective in reducing crime and delinquency among at-risk youth and young offenders. The Sonoma County Probation Department has participated in the JJCPA program since 2001, and receives an annual allocation to support its JJCPA program plan, which includes the funding of Probation staff, the contracting of Community-Based Organizations, and the administration of the grant funds. A resolution to change the Department Allocation of JJCPA staff positions is attached to this item.

**Legislation.** In September 2000, the California Legislature passed AB1913, the Schiff-Cardenas Crime Prevention Act, which authorized funding for county juvenile justice programs. A 2001 Senate Bill extended the funding and changed the program’s name to the Juvenile Justice Crime Prevention Act (JJCPA). This effort was designed to provide a stable funding source to counties for juvenile programs that have been proven effective in reducing crime among at-risk and young offenders. The legislation mandates a local Juvenile Justice Coordination Council to advise the Chief Probation Officer and assist in the creation of a Comprehensive Multi-Agency Juvenile Justice Plan (CMJJP). JJCPA funds are administered by the Corrections Standards Authority, a division of the California Department of Corrections and Rehabilitation. Sonoma County has been participating in the JJCPA program since July 2001. Every fiscal year since 2001, JJCPA funds have been appropriated and allocated to counties on a population-based formula.

**Revenue.** For Fiscal year 2009-2010, Sonoma County expects approximately \$1,224,148 in JJCPA funding. Beginning May 19, 2009, the funding stream of JJCPA revenue has been redirected from the State General Fund to Vehicle License Fee (VLF) funding, a dedicated revenue stream. It is important to note that the nature of the new funding mechanism does not establish a set funding level for JJCPA. Rather, it directs a fixed portion of the VLF revenue to JJCPA programs.

Counties should anticipate some fluidity in VLF revenue, given that the forecasting of future VLF revenue is made more complex by a number of factors at play (e.g., unpredictable car buying habits during the prolonged economic decline, change in tax law that now permits deduction of State and local taxes on the purchase of new cars, effect of overall VLF increase coupled with concurrent sales tax increase). Under the new funding construct, levels will not be determined in advance, but known only in “real time”, as VLF revenues flow into the State. The Department is committed to operating within the structure of the funds actually received.

**No Additional Cost to the County.** JJCPA does not require matching funds, and no County General Fund Dollars are budgeted for any JJCPA programs. The Corrections Standards Authority, which administers the JJCPA funding for the State, has not indicated that current year JJCPA funding will be reduced. Probation therefore expects that the target allocation will be met this fiscal year.

**Attachments:** Resolution to change Probation Department Position Allocation List.

**On File With Clerk:** None.

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vote:**

## Background (con't)

**Program.** The annual JJCPA allocation is one of the largest funds for the County's Juvenile Probation Services. Sonoma's JJCPA services include these programs (providers in parentheses):

- Restorative Conferencing (Restorative Resources), a restorative justice program for offenders and their victims. 60 youth per year.
- Functional Family Therapy (Social Advocates for Youth), an evidence-based family treatment program. 50 youth per year.
- Alternatives-to-Detention (Drug Abuse Alternatives Center), a short-term, after-school counseling program that provides cognitive behavioral group counseling at the Chops Teen Center. 75 youth per year.
- Family Coaching Program (R House, Inc.), a home-based family coaching program. 60 youth per year.
- Teen Assault Prevention Program (United Against Sexual Assault of Sonoma County), a violence prevention program for minors in the Juvenile Institution. 30 youth per year.
- Youth Empowerment Services Program (Center for Social and Environmental Stewardship), a gang intervention program; 75 youth per year.
- School Probation Officers Program (Probation Department), a specialized caseload of juvenile probationers that receive enhanced services on school campuses. 100 youth per year.

Most community services described above are provided through vendor contracts with community-based organizations. The JJCPA allocation also funds 1.75 FTE PO-III Gang Officers, 3.0 FTE PO-II School Officers, 1.0 FTE Probation Assistant, and 0.50 FTE Department Analyst. The purpose of this board item is to upgrade one School Officer to PO-III class and the Probation Assistant to Administrative Aide class. Additionally, this board item will change the status of all JJCPA staff positions to On-Going.

## **Justification for Position Upgrades.**

**Probation Officer III (School Officer).** The School PO-II is currently vacant. When first implemented, the JJCPA school-based officers were assigned to varying schools across the county, monitoring a low-moderate risk probation caseload and providing prevention/intervention services on school campuses to troubled youth who had only marginally or not yet touched the juvenile justice system. These positions were classified as PO-II positions because the majority of their duties were delivered on school campuses where there are support resources such as teachers, administrators, counselors, and law enforcement resources officers. This differs from the PO-III positions that are assigned higher risk youth and are expected to deliver supervision in the community more independently with very limited support.

The Juvenile Division's post assessment tool strategy focuses the majority of community supervision on moderate-high risk youth throughout Sonoma County, with officers geographically assigned to work closely with both school personnel and law enforcement agencies. Officers will have reduced caseloads of youth who are moderate-high/high risk to reoffend. This approach will allow for more intensive supervision, monitoring, and delivery or coordination of program services. In this workload realignment, Supervision PO-IIs will be paired with a PO-III who can assist, train and provide support to them in specific areas.

The aggregate data from the assessment tool reveals that one specific high school campus has the largest number of high risk youth. In addition, this specific area has a significantly high number of youth claiming gang affiliation and membership. The complexity of these cases and the enhanced need for prevention/intervention efforts on this particular campus are more appropriate for a PO-III classification. In addition to the campus duties, this officer will also be assigned 30 youth attending this school, with the expectation that s/he will provide community supervision and family intervention during non-school hours. Therefore, the department intends

to upgrade this grant position from a PO-II to a PO-III.

*Impact to Current Budget.* The annualized cost of a PO-II is \$111,290; the annualized cost of a PO-III is \$128,390. If approved, the School PO-III position will begin in January 2010. The additional cost of a PO-III upgrade (salaries and benefits) for the remaining fiscal year is \$9,821. Cost savings of vacant Probation positions in JJCPA provide the necessary funding for this budget adjustment.

**Administrative Aide.** The Probation Assistant position is currently vacant. The Probation Department is requesting to convert the Probation Assistant position to an Administrative Aide position; the purpose of this request is to staff the JJCPA program with an Administrative Aide whose duties are more appropriate to the function of the JJCPA grant position. Specifically, the program requires the staff person to: (1) coordinate the collection and data entry of outcome measures; (2) work with community-based vendors to monitor invoicing and contract compliance; and (3) possess computer skills to perform record keeping, forms development, and tabulation of data. These duties are essential functions of the Administrative Aide position in the Probation Department. Additionally, the JJCPA program does not require the following Probation Assistant duties: (1) perform urine testing; (2) transport clients, or (3) apprehend or restrain offenders. These Probation Assistant duties are instead handled by the Probation Officer staff as part of normal Probation functions.

Typical duties for the current position include the collection and verification of program information submitted by vendors for accuracy and tracking of clients throughout their time in the program. In addition, this position works with probation officers and the Court to admit clients into appropriate programs provided by Probation's community based partners. This position also works with the Department Analyst to communicate issues between the vendors and department.

*Impact to Current Budget.* The annualized cost of an Probation Assistant is \$89,213; the annualized cost of the upgraded Administrative Aide is \$102,910. If approved, the Administrative Aide position will begin in November 2009. The additional cost of an Administrative Aide upgrade (salaries and benefits) for the remaining fiscal year is \$10,949. Cost savings of vacant Probation positions in JJCPA provide the necessary funding for this budget adjustment.

**On-Going Positions.** Currently, all JJCPA staff positions are designated Limited-Term because when the program was implemented in 2001, the Department was uncertain of its funding future. As part of a legislated program and with a continuous eight-year history, we feel confident that Sonoma will continue to receive its annual JJCPA allocation. To streamline managerial and BOS processes, the Department proposes changing the designation for the JJCPA positions to On-Going. Due to the nature and history of the JJCPA positions, the On-Going designation is more appropriate for the Department Allocation and could be handled as part of the County budget process. If JJCPA funding is eliminated or diminished, position allocations will be adjusted accordingly. The Department has consulted with the Human Resources Department and has confirmed that the position duties and classification changes proposed are appropriate. The attached resolution provides the changes for all positions from Limited-Term to On-Going.

*Impact to Current Budget.* None.

#### **Requested Board Action**

Approve changes to the Probation Department Position Allocation to (1) delete 1.0 Probation Assistant and 1.0 Deputy Probation Officer II; (2) add 1.0 Administrative Aide and 1.0 Deputy Probation Officer III; (3) change JJCPA staff designations to On-Going positions.