

Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form

Department: SHERIFF-CORONER

Description of Item	Program/Function	Ops. Plan Item #	Quantity /FTE	2016/17 Allocation	2017/18 Status Quo Request ¹	2016/17 New Funding Request ²	2016/17 Total Funding Request
SALARY AND BENEFITS							-
<i>Sergeant</i>	Staff Supervision	Objective 3.1	1	\$ 274,597.00	\$ 297,449.00		297,449
Deputy Sheriff	Inmate Management	Objective 3.1	20	\$ 4,647,197.00	\$ 5,246,280.00		5,246,280
Overtime		Objective 3.1		\$ -			-
Specialist	Alternative Custody progrms	Objective 3.1	3	\$ 401,009.00	\$ 404,274.00		404,274
Senior Clerk	Data and Admin Support	Objective 3.1	2	\$ 225,478.00	\$ 225,478.00		225,478
ASA III	Administrative Support	Objective 5.2	1	\$ 132,310.00	\$ 167,938.00		167,938
DSW	Additional Cleaning/Maintenance	Objective 3.1	2	\$ 195,339.00	\$ 195,339.00		195,339
Lead Cook	Food Prep.	Objective 3.1	1	\$ 107,787.00	\$ 113,189.00		113,189
Vendor for Equip.	CAF Monitoring Maintenance	Objective 3.1	1	\$ -			-
							-
Subtotal			31	\$ 5,983,717.00	\$ 6,649,947.00	\$ -	\$ 6,649,947.00
OPERATING COSTS							-
FOOD/CLOTHING/HOUSEHOLD	Inmate Management/Welfare	Objective 3.1		\$ 456,250.00	\$ 456,250.00		456,250
MONITORING COSTS	Inmate Monitoring	Objective 3.1		\$ 55,000.00	\$ 55,000.00		55,000
IT SUPPORT	Tech. Support	Objective 3.1		\$ 40,000.00	\$ 40,000.00		40,000
ISF VEHICLE COSTS	Maintenance ISF	Objective 3.2		\$ -	\$ -		-
Bus Depreciation	Asset Depreciation	Objective 3.2		\$ -	\$ -		-
Behavioral Health Crt. Ops.	Overhead for Behavioral Health Court	Objective 3.3		\$ 80,500.00	\$ 80,500.00		80,500
Program Administration	Jail-to-Communities Programs	Objective 5.3		\$ 200,000.00	\$ 200,000.00		200,000
Program Services	Inmate Program Services			\$ 731,000.00	\$ 755,000.00		755,000
							-
							-
Subtotal			0	\$ 1,562,750.00	\$ 1,586,750.00	\$ -	\$ 1,586,750.00
CAPITAL COSTS (ONE-TIME)							-
				\$ -	\$ -	\$ -	-
				\$ -	\$ -	\$ -	-
				\$ -	\$ -	\$ -	-
				\$ -	\$ -		-
Subtotal			0	\$ -	\$ -	\$ -	\$ -
Total			31	\$ 7,546,467.00	\$ 8,236,697.00	\$ -	\$ 8,236,697.00

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

2. FY2017/18 New Funding should reflect proposed new programs for FY2017/18.

PROGRAM NARRATIVE:

The above funding requests reflect a maintenance of 17/18 staffing, operations and programs, with no request for capital costs.

2017/18 Status Quo Request

FY 2017-2018 SERGEANT

Maintains same staffing approved for 16-17; increased personnel costs reflect rise in benefits costs

FY 2017-2018 DEPUTY SHERIFF (16) Facilities, (2) Transportation (1) Classification, (1) Behavioral Health Court

Maintains same staffing approved for 16-17; increased personnel costs reflect rise in benefits costs

FY 2017-2018 SENIOR CLERK (2)

Maintains same staffing approved for 16-17; increased personnel costs reflect rise in benefits costs

FY 2017-2018 ASA III - Inmate Programs

Maintains same staffing approved for 16-17; increased personnel costs reflect rise in salary step increase from ASA II to ASA III.

FY 2017-2018 Food/Clothing/Household

Funding for food, clothing, and household expenses to meet inmates' needs and Title 15 requirements.

FY 2017-2018 Monitoring Costs

The ongoing costs associated with the monitoring through contracts with SCRAM and 3M for alternative custody devices.

FY 2017-2018 IT Support

The ongoing costs associated with the Sheriff's Office and contracts for IT support, which includes installation and maintenance for the alternative custody devices.

FY 2017-2018 Behavioral Health Court

This item is to support the ongoing costs of the Behavioral Health Court as it currently exists.

Vehicle, Rent, IT Support, Phones, PG&E, Repairs, Limited Supplies, Cell Phones, Computers, Drug Testing, and Deputy Annual Training Classes

FY 2017-2018 Program Administration Costs

The Sheriff's Office was awarded \$200,000 in FY 15-16 to administer "Jail to Community" programs in the detention facilities. The programs are in place and the 'status quo' budget should include the cost for their continuation.

FY 2017-2018 Program Services

The Sheriff's Office was awarded \$731,000 in FY 16-17 for inmate program services in the detention facilities. Actual forecasts regarding phone service fees were pending phone commission legislation. The 17-18 Status Quo figure of \$755,000 is based on current projections for 17-18 (from budget forecasts negatively offset from decreased projected revenue from phones) .

Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form

Department: PROBATION

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS										
Director Field Services	Post-release Community Supervision	5.1	26,904	0.10	26,904	0.10	807		27,711	0.10
Probation Manager	Post-release Community Supervision	5.1	49,554	0.20	49,554	0.20	1,487		51,041	0.20
Probation Supervisor I	Post-release Community Supervision	5.1	217,421	1.00	217,421	1.00	6,523		223,944	1.00
Deputy Probation Officer III	Post-release Community Supervision	5.1	2,085,943	12.00	2,085,943	12.00	62,578		2,148,521	12.00
DPO III Overtime	Post-release Community Supervision	5.1	25,000	N/A	25,000	N/A	750		25,750	N/A
Clerk	Post-release Community Supervision	5.1	77,146	1.00	77,146	1.00	2,314		79,460	1.00
IT Support	Post-release Community Supervision	5.1	8,002	0.0565	8,002	0.0565	240		8,242	0.06
Subtotal			2,489,970	14.36	2,489,970	14.36	74,699	-	\$ 2,564,669	14.36
OPERATING COSTS										
Office Expense	Post-release Community Supervision	5.1	2,500		3,000		90		3,090	
Communication Costs	Post-release Community Supervision	5.1	9,500		10,000		300		10,300	
Minor Furniture/Equipment	Post-release Community Supervision	5.1	2,000		1,500		45		1,545	
Minor Computer Equipment	Post-release Community Supervision	5.1	11,419		25,000		750		25,750	
Food	Post-release Community Supervision	5.1	12,953		10,000		300		10,300	
Client Expenses/Incentives	Post-release Community Supervision	5.1	15,000		17,173		515		17,688	
Contracts	Post-release Community Supervision	5.1	149,000		- ³		-		-	
Data Processing Services/Supplies	Post-release Community Supervision	5.1	6,801		7,500		225		7,725	
Travel/Training	Post-release Community Supervision	5.1	-		10,000		300		10,300	
Warrant Pick-up	Post-release Community Supervision	5.1	5,000		-		-		-	
Annual Vehicle Operating Expenses (ISF)	Post-release Community Supervision	5.1	80,000		80,000		2,400		82,400	
Subtotal			294,173		164,173		4,925		\$ 169,098	
CAPITAL COSTS (ONE-TIME)										
									-	
									-	
Subtotal			-		-		-		-	
Total			\$ 2,784,143	14.36	\$ 2,654,143	14.36	\$ 79,624	-	\$ 2,733,767	14.36

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

3. \$130,000 Reentry Coordinator Contract & \$19,000 Victim Offender Education Group (VOEG) Contract removed from Probation Budget.

DEPARTMENT: PROBATION

PROGRAM NARRATIVE:

2017/18 Status Quo Request

The Probation Department's proposed FY 2017/18 allocation of **\$2,654,143** will provide the following level of service:

Salary and Benefit costs of \$2,489,970 are requested for:

- One (1) FTE Probation Supervisor
- Twelve (12) FTE Probation Officers
 - The case load for each AB 109 Deputy Probation Officer (DPO) is 40 to 45 people
 - This includes a dedicated DPO to process the reentry of those being released from prison and local jail. This will include but is not limited to completion of the CAIS risk needs assessment tool, develop a case plan, and begin the process to ensure the most seamless transition from being in custody and returning to our communities.
- Projected Overtime for AB 109 DPOs
- One (1) FTE clerk
- Partial FTEs for additional management supervision and IT support.

Operating costs of \$164,173 are requested for:

- \$164,173 for ongoing vehicle maintenance, equipment, communication costs, data processing services, incentives for probation clients including bus/BART tickets and food for weekly "Thinking for a Change" meetings.

2017/18 New Funding Request

The Probation Department is seeking a \$79,624 increase in new funding for FY2017/18 (a 3% increase over the FY 16/17 allocation):

Salary and Benefit costs of \$74,699 are requested for:

- Increased revenue to cover projected salary and benefit increases.

Operating costs of \$4,925 are requested for:

- Increased revenue to cover operating cost increases.

Contra Costa County Community Corrections Partnership
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Department: PROBATION PRE-TRIAL PROGRAM (Revised 1/6/2017)

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS										
Deputy Probation Officer III	Pre-Trial Services Program	1.2	645,423	4.00	645,423	4.00	19,363		664,786	4.00
Clerk	Pre-Trial Services Program	1.2	73,899	1.00	73,899	1.00	2,217		76,116	1.00
Paralegal/Legal Assistant (Public Defender)	Pre-Trial Services Program	1.2	147,541	2.00	147,541	2.00	42,860		190,401	2.00
Subtotal			866,863	7.00	866,863	7.00	64,440	-	\$ 931,303	7.00
OPERATING COSTS										
Office Expense	Pre-Trial Services Program	1.2	10,497		10,497		2,265		12,762	
Travel/Training	Pre-Trial Services Program	1.2	-		10,000		-		10,000	
Contract	Pre-Trial Services Program	1.2	65,000		55,000		-		55,000	
Subtotal			75,497		75,497		2,265		\$ 77,762	
CAPITAL COSTS (ONE-TIME)										
									-	
									-	
Subtotal			-		-		-		-	
Total			\$ 942,360	7.00	\$ 942,360	7.00	\$ 66,705	-	\$ 1,009,065	7.00

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

2017/18 Status Quo Request

The Pre-Trial Program's proposed FY 2017/18 allocation of **\$942,360** will provide the following level of service:

Salary and Benefit costs of \$866,863 are requested for:

- Four (4) FTE Probation Officers
- One (1) FTE Clerk (Probation)
- Two (2) FTE Paralegals (Public Defender)

Operating costs of \$75,497 are requested for:

- One-year contract in the amount of \$55,000 for Pre-Trial program evaluation.
- \$10,000 for Travel & Training.

2017/18 New Funding Request

The Probation and Public Defender departments are seeking a \$64,440 increase in new funding for FY2017/18. This represents a 3% increase over the FY 16/17 allocation for Probation positions and the discontinuance of the Paralegal classification in the County, including in the Public Defender's Office. The County now uses a Legal Assistant classification at a higher salary level than Paralegals, resulting in a projected increase of \$42,860.

Salary and Benefit costs of \$64,440 are requested for:

- Increased revenue to cover projected salary and benefit increases.

Operating costs of \$2,265 are requested for:

- Increased revenue to cover operating cost increases.

Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form

Department: Behavioral Health Division

Description of Item	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
	Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS								
Patient Financial Specialist	64,201	0.50	64,201	0.50	69,195	1.00	133,396	1.50
Case Managers Homeless	87,405	2.00	101,754	2.00			101,754	2.00
Registered Nurse	169,605	1.00	185,683	1.00			185,683	1.00
Mental Health Clinical Specialists	392,025	3.00	423,125	3.00			423,125	3.00
Community Support Workers	120,930	2.00	133,185	2.00			133,185	2.00
Psychiatrist	58,240	0.20	58,240	0.20			58,240	0.20
Clerk	80,591	1.00	80,591	1.00			80,591	1.00
Evaluators/ Planners	15,661	0.10	16,326	0.10	26,840	0.20	43,166	0.30
Program Supervisors	-	-	-	-	40,200	0.30	40,200	0.30
Substance Abuse Counselor	103,993	1.00	103,993	1.00		1.00	103,993	2.00
							-	-
							-	-
	1,092,651	10.80	1,167,098	10.80	136,235	2.50	\$ 1,303,333	13.30
OPERATING COSTS								
Homeless Shelter Beds	146,500		100,000				100,000	
Transitional Housing (AODS)	129,600		133,488				133,488	
Residential Drug Facility (AODS)	375,000		446,996				446,996	
Outpatient (AODS)	202,500		130,071				130,071	
Lab & Pharmacy	120,000		127,379				127,379	
Mental Health Services	-		-				-	
Deputy Sheriff	47,000		47,000				47,000	
Vehicle Operating (ISF Fee)	22,448		22,448				22,448	
Travel Expenses	10,200		10,200				10,200	
Occupancy Costs	97,533		58,752				58,752	
							-	
							-	
							-	
	1,150,781		1,076,334		-		\$ 1,076,334	
CAPITAL COSTS (ONE-TIME)								
<i>e.g. Vehicle Purchases (2)</i>							-	
							-	
							-	
	-		-		-		-	
	\$ 2,243,432	10.80	\$ 2,243,432	10.80	\$ 136,235	2.50	\$ 2,379,667	13.30

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

PROGRAM BUDGET NARRATIVE

2017/18 Status Quo Request

The Behavioral Health Division requests \$2,243,433 to provide forensic services, substance abuse treatment options, assistance with establishing a medical/health home, emergency and transitional housing, and benefits assistance to individuals referred from County Probation that have been released from state prison on post release community supervision, as well as, individuals released from county facilities on mandatory supervision.

SALARY AND BENEFITS - \$ 1,167,098

Direct Service Staff

Registered Nurse (1FTE)

The Registered Nurse with psychiatric background provides single point access for medication evaluations, assessments for adherence and effectiveness, medication education, and linkage to medical care. The Forensic Services nurse coordinates with the Mental Health Clinical Specialist, Psychiatrist and Probation Officers to address the individual needs of the criminal-justice involved consumer. As the population is increasing, there is a need for additional nursing hours for comprehensive coordination to navigate multiple systems of care.

Mental Health Clinical Specialist (3FTE)

Mental Health Clinical Specialists conduct psychiatric assessments for co-occurring disorders, forensic case management, including interventions addressing criminogenic factors, coordination and information sharing with County Probation, and co-facilitation of *Thinking for a Change* probation groups. One clinician will specialize in working with domestic violence and sex offender populations.

Psychiatrist (.2FTE)

Psychiatrist will provide psychiatric and medication evaluation, prescriptions for ongoing psychotropic medications, and treatment support that targets new or low user of outpatient mental health services. The psychiatrist will provide consultation to the nurse, Mental Health Clinical Specialists and Probation Officers regarding course and prognosis of psychiatric disorders, complications of addiction effecting medication effectiveness, and patterns of personality dysfunction that impact community functioning. This position is a 16 hour/week position.

Substance Abuse Counselor (1FTE)

The Substance Abuse Counselor conducts screenings to determine acuity and the best level of care ; provides individual and group counseling; engages individuals in treatment; develops and implements action plans related to substance abuse intervention and rehabilitation; instructs clients and the community on theories and treatment of substance abuse; supports and collaborates with the Forensic Team members; communicates with alcohol and other drugs system of care providers to determine and reassess adjustments in levels of care;; maintains a client case load of 30 monthly direct counseling contacts.

Patient Financial Specialist (formerly the SSI Coordinator/Benefits Specialist - .5 FTE)

The SSI Coordinator/Benefits Specialist performs duties that include completing and submitting SSI/SSDI applications for those who may be eligible, assisting clients in submitting Medi-Cal, General Assistance or other benefits in which they may be entitled; and linking them to emergency housing. The Benefits Specialist works with AB109 clients residing in the shelter or referred directly through Probation who may be living in the community. This position also operates as a key member of the Forensic Services team.

Case Manager (2FTE)

Case Managers will provide one-on-one intensive case management services to assist to re-entry residents to successfully integrate back into the community. Services provided include assistance³ in securing permanent housing, linkages to education and employment services, life skills education and development, and linkages to primary health care. In addition, AB109 dedicated shelter case managers will work closely with the Forensic Team to coordinate case plans around their housing and other supports.

Community Support Workers (2FTE)

The Community Support Workers (CSW) collaborate with the consumers to encourage community engagement from a peer perspective. The CSWs support consumers through Health Care Navigation activities, Seeking Safety and individual WRAP sessions.

Administration/Support Staff

Senior Clerk (1FTE)

The Senior Clerk will provide administrative unit support, including monthly Medi-Cal checks, reviewing various pharmacy reports, database management, coordinating scheduling, and outreach contact on behalf of the Forensic Team.

Planner/Evaluator (.1FTE)

The Planner/Evaluator will gather, tabulate and analyze data relative to services and provide data outcomes. The Planner/Evaluator may conduct needs assessment, and will provide additional data tracking including, but not limited to, SSI status, housing status, AOD and Homeless referrals, as well as collaborating with Homeless and AOD to pull data regarding interagency service provider utilization.

Deputy Sheriff (.25FTE)

The Deputy Sheriff will provide security to staff located at the Forensic Services office, as well as provide guidance for site and personal security. Costs associated with this position will be shared amongst co-located units.

OPERATING COSTS - \$1,076,334

Shelter beds

Ten beds are dedicated for homeless AB109 clients on a first come, first served basis. Shelter services include meals, laundry, case management, healthcare, and other support services.

Transitional Housing (Sober Living Environment)

Four beds are dedicated to AB109 clients who are homeless and have recently graduated from residential or outpatient substance abuse treatment program. Residents may stay for up to 24 months and will receive a variety of self-sufficiency services and recovery supports.

Residential Treatment

Residential Substance Use Disorders (SUD) treatment will be provided for up to 95 clients, based on planned episode duration of 90 days. With an estimated number of 5,910 bed days. These services will be provided in the community by Discovery House a county operated program and through other community based SUD providers under a contract with Behavioral Health Alcohol and Other Drug Services.

Outpatient Treatment

Outpatient treatment will be available for up to 40 clients based on a planned episode duration of 90 days. Outpatient services will be provided under contract with SUD providers in the community through Behavioral Health Alcohol and Other Drug Services. Outpatient services consist of individual and group counseling sessions.

Pharmacy/Lab

Includes medication and lab fees for AB109 clients who are not covered by insurance.

ISF Fee

ISF is an annual fee for vehicle maintenance, insurance, and replacement. ISF charge will allow for replacement of the vehicle at the end of the vehicle life (90,000 miles) at no cost to the department.

Occupancy

Occupancy costs will provide office and meeting space for Forensic Services staff to meet with clients. Occupancy costs include rent and tenant improvements. It does not include other items such as utilities, telephone or data lines.

Travel Expenses

Funds will be used to offset travel expenses such as mileage reimbursement and bridge tolls to meetings and clinical appointments on behalf of AB109 clients.

CAPITAL COSTS (ONE-TIME) - \$0

No one-time capital costs are requests for FY 17-18.

**Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form**

Department: HEALTH SERVICES - DETENTION HEALTH SERVICES

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS									-	-
Family Nurse Practitioner	MDF/WCDF/MCDF	3.3 - d,f	\$ 180,324.00	1.00	\$ 180,324.00	1.00			\$ 180,324.00	1.00
Licensed Vocational Nurse	West County Detention	3.3 - d,f	\$ 283,375.99	2.80	\$ 283,375.99	2.80			\$ 283,375.99	2.80
Registered Nurse	MDF/WCDF/MCDF	3.3 - d,f	\$ 475,044.26	2.80	\$ 475,004.26	2.80			\$ 475,004.26	2.80
Mental Health Clinical Spec	WCDF	3.3 - d,f	\$ 116,858.23	1.00	\$ 116,858.23	1.00			\$ 116,858.23	1.00
Subtotal			1,055,602	7.60	1,055,562	7.60	-	-	\$ 1,055,562	7.60
OPERATING COSTS									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
Subtotal			-		-		-		\$ -	
CAPITAL COSTS (ONE-TIME)									-	-
									-	-
									-	-
Subtotal			-		-		-		-	
Total			\$ 1,055,602	7.60	\$ 1,055,562	7.60	\$ -	-	\$ 1,055,562	7.60

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

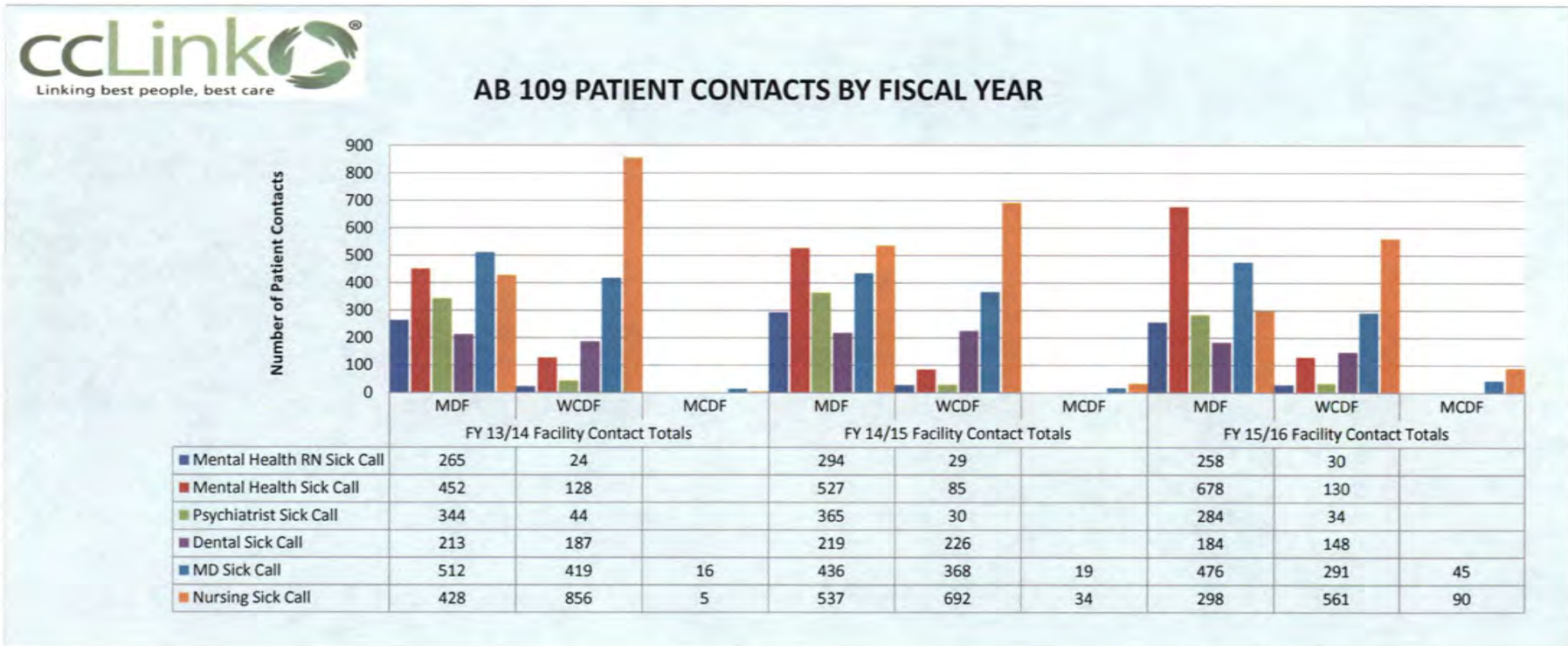
2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

DEPARTMENT: HEALTH SERVICES - DETENTION HEALTH SERVICES

PROGRAM NARRATIVE:

Contra Costa County Health Services - Detention Health Services requests status quo funding of \$1,055,562.48, from the Contra Costa County Community Corrections Partnership Executive Steering Committee. The above noted funding request allows Detention Health Services to offset the cost of providing medical and mental health services to the AB109 inmate/patients housed in the County's adult detention facilities. These services are provided in accordance with the Board of State Community Corrections - Title 15, Division 1, Chapter 1, Subchapter 4, Article 11 - Minimum Standards for Local Detention Facilities - Medical/Mental Health Services. Detention Health Services provides medical/mental health/dental services to inmate/patients housed at the Martinez Detention Facility, West County Detention Facility and the Marsh Creek Detention Facility. The Detention Health Services division budget is funded solely by County General Funds.

The graph below provides data on services provided to the AB109 inmate/patients housed at the County's adult detention facilities for FY 13/14 through FY 15/16, and are the basis for this FY 17/18 Status Quo Budget Request.



*Source: ccLink

2016/17 Status Quo Request

Salary and Benefit costs of **\$1,055,562.48** for the following positions

- o **Family Nurse Practitioner - 1 FTE - West County Detention/Marsh Creek Detention/Martinez Detention** . This provider delivers assessment and ongoing medical care to AB 109 inmates housed at MDF/WCDF/MCDF. Additionally, this provider assists and communicates with internal and external agencies in coordinating discharge planning/re-entry health needs.
- o **Licensed Vocational Nurse - 2.8 FTE West County Detention** - These FTEs provide direct and on-going medication delivery and medication support to inmates at the West County Detention. 2.8 FTE will provide an additional medication nurse for both the am and pm shifts, seven days a week. Additional staffing was needed based on the direct increase of medication administration post AB 109 inmates arrival to West County Detention in October of 2011.
- o **Registered Nurse - 2.8 FTE Marsh Creek Detention/West County Detention/Martinez Detention** . Detention Health Services provides nursing coverage to AB109 inmates housed at all of the County's Adult Detention Facilities. The rationale for this request is based on the on-going additional needs/services provided to the AB109 population which are housed in the County's Adult Detention Facilities - During the FY 16/17, RN staffing at the Marsh Creek Detention was increased from 5 days a week to 7 days a week. West County Detention, In order to accommodate the increased services required by the additional inmates housed at the Martinez Detention, and the Marsh Creek Detention Facility, Detention Health Services has had to increase it's RN FTEs to be able to provide timely and appropriate medical care based on the acuity of the AB 109 population.
- o **Mental Health Clinical Specialist - 1 FTE West County Detention and Marsh Creek Detention** . This clinician will assist in providing direct mental health services and care to the AB 109 inmates housed at both the West County Detention Facilities. Additionally, this clinician will assist internal and external agencies in coordinating discharge planning and medical/mental health/medication information for inmates prior to there release to the community. Currently this Clinician is engaged with the Transitions Health Care Team based at the West County Health Center in San Pablo assisting patients with medical/mental health care upon re-entering the community.

Contra Costa County Community Corrections Partnership
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Department: Office of the Public Defender

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS									-	-
Deputy Public Defender IV	ACER	1.2, 2.1	508,050	2.00	508,050	2.00	27,892	-	535,942	2.00
Deputy Public Defender III	ACER	1.2, 2.2	112,667	0.50	112,667	0.50	8,091	-	120,758	0.50
Legal Assistant	ACER	1.2	77,241	1.00	77,241	1.00	18,088	-	95,329	1.00
Legal Assistant	Clean Slate	5.2	182,212	2.00	182,212	2.00	8,446	-	190,658	2.00
Social Worker	Client Support	5.3	134,718	1.00	134,718	1.00	4,237	-	138,955	1.00
Deputy Public Defender IV	Reentry Coordinator	2.1-2. 3, 3.3, 4.1, 5.1	257,399	1.00	257,399	1.00	10,572	-	267,971	1.00
Deputy Public Defender - Special Assignment	FTA Reduction Program	1.2, 5.3	73,839	1.00	73,839	1.00	3,407	-	77,246	1.00
Legal Assistant	FTA Reduction Program	1.2, 5.3	77,241	1.00	77,241	1.00	18,088	-	95,329	1.00
Deputy Public Defender III	ACER	1.2, 2.1		0.50			120,758	-	120,758	0.50
Deputy Public Defender II	Clean Slate	5.2		0.50			67,656	-	67,656	0.50
Subtotal			1,423,367	10.50	1,423,367	9.50	287,235	-	\$ 1,710,602	10.50
OPERATING COSTS									-	-
<i>e.g. Training/Travel</i>									-	-
<i>Small Equipment Purchase</i>									-	-
<i>Computer (1), radios (2), etc.</i>									-	-
<i>IT Support</i>									-	-
<i>Vehicle Operating</i>									-	-
<i>Office Supplies</i>									-	-
<i>Communication Costs</i>									-	-
<i>Outfitting Costs</i>									-	-
Subtotal			-		-		-		\$ -	
CAPITAL COSTS (ONE-TIME)									-	-
<i>e.g. Vehicle Purchases (2)</i>									-	-
Subtotal			-		-		-		-	
Total			\$ 1,423,367	10.50	\$ 1,423,367	9.50	\$ 287,235	-	\$ 1,710,602	10.50

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

DEPARTMENT: OFFICE OF THE PUBLIC DEFENDER

PROGRAM NARRATIVE:

2017/18 Status Quo Request

1. ACER. Salary and benefits costs of \$752,029 are requested for (2) FTE Deputy Public Defender IVs, (.5) FTE Deputy Public Defender III, and (1) Legal Assistant. This program provides for early representation of in-custody clients at the first court appearance. The program furthers the goals of reducing recidivism, reducing pretrial detention rates, reducing unnecessary court appearances, and facilitating early disposition of cases.
2. Social Worker. Salary and benefits costs of \$138,995 are requested for (1) FTE Social Worker. The Public Defender Social Worker provides social histories and needs assessments for clients to support appropriate case dispositions and to refer clients to services that will result in successful case outcomes and reduce recidivism. The program furthers to goals of providing and enhancing integrated programs and services for successful reentry of the AB109 population.
3. Clean Slate. Salary and benefits costs of \$190,658 are requested for (2) FTE Clean Slate Legal Assistants, one of these Legal Assistants is designated as the Prop 47 Legal Assistant. This program provides clean slate and Prop 47 services for indigent persons county-wide. The program furthers the goals of providing and enhancing integrated programs and services for successful reentry of the AB109 population.
4. Reentry Coordinator. Salary and benefits costs of \$267,971 are requested for (1) FTE Reentry Coordinator. The Reentry Coordinator oversees and coordinates the Public Defender's work with the various reentry programs countywide in order to continue and expand our outreach to CBOs, other county agencies, and the greater community to support reentry services for our client population.

2017/18 New Funding Request

The Office of the Public Defender is seeking new funding for FY2017/18 for the following programs:

1. ACER. Salary and benefits costs of \$120,758 for a (.5) FTE Deputy Public Defender III are requested to expand the ACER program to provide arraignment court representation in Pittsburg court (Please refer to our ACER Pittsburg Attorney Proposal for more information).
2. Clean Slate. Salary and benefits costs of 67,656 are requested for (.5) FTE Deputy Public Defender II to serve as a Clean Slate Attorney (Please refer to our Clean Slate Project Attorney summary for more information).

ACER Pittsburg Attorney Proposal

Submitted to the Community Corrections Partnership by the Office of the Public Defender
December 2, 2016

The Office of the Public Defender is requesting funding for \$120,758 for a .5 FTE Deputy PD III to expand the ACER ("Arraignment Court Early Representation") program to provide Arraignment court legal representation for those clients with arraignments in the Pittsburg Superior Court. This would close the existing gap in arraignment court representation in Contra Costa County.

Since the advent of the AB109 funded ACER program in July of 2012, the Public Defender ACER staff have handled a high volume of cases daily, representing clients at the first appearance in Martinez and Richmond, two of the county's three arraignment courts. The Public Defender ACER staff of 2.5 attorneys and 1 Legal Assistant handle a high volume of cases daily. By the end of 2016, the Public Defender ACER attorneys will have represented close to 5000 clients in 2016 alone, on both felony and misdemeanor cases in the Richmond and Martinez arraignment courts.

By providing legal representation to indigent individuals at the earliest possible opportunity, our office, in collaboration with the District Attorney's Office and the court, has been able to reduce the pretrial jail population, reduce unnecessary and unproductive court appearances, minimize the frequency of failures to appear in court, and reduce recidivism.

One significant gap in this arraignment court representation is that the Public Defender ACER staff does not have dedicated arraignment staff in the Pittsburg courts. In Pittsburg, the lack of dedicated arraignment court staff impedes the efficiency of case processing that has been realized in Richmond and Martinez. Out of custody felony clients may not be represented at their first appearance, necessitating an unnecessary and costly second court date for counsel to appear. There is no opportunity for early disposition of those cases.

This gap in representation impacts approximately 60 individuals a month on average. In these cases, individuals too often appear at their arraignment date without an attorney by their side. Many of these cases are continued to a later "counsel and plea" court date to allow time for a Deputy Public Defender to appear. This is in stark contrast to individuals with cases in Richmond or Martinez, who have the benefit of an ACER attorney at their arraignment dates, both in and out of custody, and on both misdemeanor and felony cases.

The ACER program in the Richmond and Martinez courthouses ensures that individuals' cases are handled expeditiously, reduces the number of court appearances, provides early release from custody for many clients, and results in the early disposition of cases where appropriate. By expanding this program to cover the Pittsburg courthouse, we can reduce the current regional disparity and ensure that each individual has legal representation from the outset of their case.

Clean Slate Project Attorney Proposal

Submitted to the Community Corrections Partnership by the Office of the Public Defender
December 2, 2016

The Office of the Public Defender submits this request for \$67,656 for a .5 FTE Deputy Public Defender II Clean Slate Attorney to represent clients who have requested relief through the Contra Costa Public Defender Clean Slate Unit.

The Clean Slate Unit works to remove barriers that a prior conviction presents to employment, housing, public benefits and family reunification by providing assistance for those with prior arrests, convictions, or juvenile adjudications in Contra Costa County. The unit's advocates prepare court petitions on behalf of eligible clients who are entitled to legal remedies including dismissal of conviction (Expungement), Proposition 47 relief, Proposition 64 relief, reduction of felony to misdemeanor, certificate of rehabilitation, and juvenile record sealing. The unit also provides advice regarding the benefits of expungement.

The unit is currently staffed by three Prop 47 clerks funded through 6-month grants from the San Francisco Foundation and the California Endowment, two Legal Assistants funded through AB109, and a .5 Deputy Public Defender III funded through EHSD to provide clean slate services to EHSD's "Welfare to Work" clients.

Since the passage of Prop 47 in 2014, due to our extensive community outreach and partnership with AB109 partners, especially the Reentry Success Center, we have seen a drastic increase in demand for Clean Slate legal work. This demand has recently increased again in light of the passage of Prop 64 (Marijuana Legalization) which mandates the reduction, dismissal or sealing of certain adult and juvenile marijuana convictions. Another factor leading to our increased demand springs from our countywide Clean Slate events. In the last year, we have drawn over 1000 individuals to our frequent community Clean Slate events throughout Contra Costa.

As a result of these new developments, the number of expungement petitions requested by our Clean Slate Unit has increased by over 100% from 2015 to 2016. In 2015, we filed roughly 700 expungement petitions and we are on track to have filed over 1800 expungement petitions by the end of 2016. In addition, we have filed 4896 Prop 47 petitions since November of 2014.

Given the significant increase in the volume of applicants for Clean Slate relief in the last 2 years, we are requesting funding for a dedicated .5 FTE Clean Slate attorney. Currently the petitions are prepared by our clean slate support staff, but the court appearances are spread among our regular attorney staff who do not have the capacity to cover this increasingly large caseload.

The dedicated Clean Slate attorney will review the hundreds of expungement and Prop 47 petitions filed by the Clean Slate team on a monthly basis, appear in court to litigate Clean Slate matters, and advise clients regarding the legal benefits of their Clean Slate relief. Many of the Clean Slate cases are quite complex and require extensive attorney review.

Adding a .5 FTE Clean Slate attorney is wholly consistent with AB109 objectives concerning reentry and rehabilitation. Extensive research has shown that removing a prior conviction from a person's record fosters success with reentry by removing barriers to housing, benefits, employment and education.

**Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form**

Department: District Attorney - Revised 1/4/17

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS										
DDA-Advanced Level	Realignment Coordinator Attorney		272,007	1.00	295,962	1.00			295,962	1.00
DDA-Advanced Level	Arraignment Court/Realignment Attorney		512,884	2.00	571,306	2.00			571,306	2.00
Senior Level Clerk	Clerical/file support-Arraign. Court		79,632	1.00	78,185	1.00			78,185	1.00
Experienced Level Clerk	Clerical/file support-Arraign. Court		89,624	1.00	64,094	1.00			64,094	1.00
Experienced Level Clerk	Clerical/file support		68,059	1.00	63,536	1.00			63,536	1.00
V/W Assist. Prog Specialist	Reentry Notification Specialists		224,728	3.00	295,313	3.00			295,313	3.00
DDA-Basic Level	Violence Reduction/Recidivism Attorney		196,868	1.00	211,468	1.00			211,468	1.00
Subtotal			1,443,802	10.00	1,579,864	10.00	-	-	\$ 1,579,864	10.00
OPERATING COSTS										
Office Expense			2,156		2,156				2,156	
Postage			656		656				656	
Communication			1,740		1,740				1,740	
Minor Furniture/Equipment			364		364				364	
Minor Computer Equipment			3,481		3,481				3,481	
Clothing & Supply			25		25				25	
Memberships			1,560		1,560				1,560	
Computer Software Cost			20		20				20	
Auto Mileage			1,995		1,995				1,995	
Other Travel Employees			264		264				264	
Court Reporter Transcript			207		207				207	
Occupancy Costs			52,938		56,052				56,052	
Data Processing			17,388		17,388				17,388	
Other Interdepartment Charges			105		105				105	
Other Special Dept. Charges			96		96				96	
Subtotal			82,995		86,109		-		\$ 86,109	
CAPITAL COSTS (ONE-TIME)										
<i>e.g. Vehicle Purchases (2)</i>									-	
Subtotal			-		-		-		-	
Total			\$ 1,526,797	10.00	\$ 1,665,973	10.00	\$ -	-	\$ 1,665,973	10.00

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level
2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

PROGRAM NARRATIVE - Revised 1/4/17.

2017/18 Status Quo Request

The District Attorney's Office is requesting a "Status Quo" budget of \$ 1,665,973. Any increases over the prior year budget is due to applicable COLA's and step increases. The realignment team will continue to address the additional challenges presented by the realignment of our criminal justice system pursuant to Cal. Penal Code § 1170(h). This includes (4) FTE Deputy District Attorneys, (1) Senior Clerk, (2) Experienced Level Clerks and (3) Victim/Witness Assistance Program Specialists.

- Salary and Benefit costs of \$ 1,579,864 are requested for (4) FTE Deputy District Attorneys, (1) Senior Level Clerk, (1) Experienced Level Clerk, and (3) Victim/Witness Assistance Program Specialists.
- Operating costs includes \$ 2,156 for Office Expense, \$ 656 for Postage, \$ 1,740 for Communications, \$ 364 for Minor Furniture/Equipment, \$ 3,481 for Minor Computer Equipment, \$ 25 for Clothing and Supply, \$ 1,560 for Membership, \$ 20 for Computer Software Cost, \$ 1,995 for Auto Mileage, \$ 264 for Other Travel Employees', \$ 207 for Court Reporter Transcript, \$ 56,052 for Occupancy Costs, \$ 17,388 for Data Processing, \$ 105 for Other Interdepartmental Charges, \$ 96 for Other Special Dept. Charges.

Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form

Department: Workforce Development Board of Contra Costa County

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS										
One Stop Administrator	Coordination with One-Stop system	Each position	\$ 16,000.00		\$ 16,000.00				-	-
One Stop Case Managers & Employment Placement Counselors	Linkage with direct service providers	is a full FTE	\$ 40,000.00		\$ 40,000.00				16,000	-
Workforce Services Specialist	Engagement with public & private partners	funded	\$ 50,000.00		\$ 50,000.00				40,000	-
Business Service Representative	Recruitment & engagement of businesses	through	\$ 65,000.00		\$ 65,000.00				50,000	-
SBDC Director	Small business & entrepreneurship linkages	multiple	\$ 5,000.00		\$ 5,000.00					
SBDC Advisors	Small business & entrepreneurship linkages	sources	\$ 10,000.00		\$ 10,000.00					
Workforce Board Executive Director	Oversight & coordination with workforce system		\$ 10,000.00		\$ 10,000.00				10,000	-
Subtotal			196,000	-	196,000	-	-	-	\$ 196,000	-
OPERATING COSTS										
Training/Travel			\$ 4,000.00		\$ 4,000.00				-	-
									4,000	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
Subtotal			4,000		4,000		-		\$ 4,000	
CAPITAL COSTS (ONE-TIME)										
									-	-
									-	-
Subtotal			-		-		-		-	
Total			\$ 200,000	-	\$ 200,000	-	\$ -	-	\$ 200,000	-

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level

2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18

DEPARTMENT:

Workforce Development Board of Contra Costa County

PROGRAM NARRATIVE:

2017/18 Status Quo Request

The Contra Costa Workforce Development Board (WDB) is seeking status quo level funding of \$200,000 for the fiscal year 2017-2018. The budget reflects the amount of time key staff will devote to AB109 in order to continue to provide linkages to the One-Stop AJCC system, direct service providers, business engagement and small business and entrepreneurship connections. In accordance with the WDB's original submittal the WDB will use AB109 funds to leverage other funds to provide services to previously incarcerated individuals.

2017/18 New Funding Request

The Workforce Development Board is not seeking new funding at this time. While labor agreements resulting in wage increases will increase staffing costs by about 5%, through working with CCP partner agencies and other organizations, the WDB is committed to pursuing and securing additional resources that can further support, link, align and leverage related work to serve AB109 participants and concurrently expand efforts to serve other populations that are returning to communities in Contra Costa County and help them with employment and training needs.

Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form

Department: County Administrator

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS									-	-
									-	-
Senior Deputy County Administrator	Program Administration	6.2	171,979	1.00	156,651	0.90			156,651	0.90
ORJ Program Manager	Program Administration	6.2	130,000	1.00	185,136	1.00			185,136	1.00
Senior Management Analyst	Program Administration	6.2			108,502	1.00				
Advanced Secretary	Program Administration	6.2			39,189	0.50			39,189	0.50
Subtotal			301,979	2.00	489,479	3.40	-	-	\$ 489,479	3.40
OPERATING COSTS									-	-
									-	-
Ceasefire Program Coordinator		5.1	110,000		110,000				110,000	
Data Evaluation & System Planning		6.3, 6.4	278,021		83,021				83,021	
Communications, office supplies, travel/transp.		6.2			7,500				7,500	
									-	-
									-	-
									-	-
									-	-
									-	-
Subtotal			388,021		200,521		-		\$ 200,521	
CAPITAL COSTS (ONE-TIME)									-	-
									-	-
									-	-
Subtotal			-		-		-		-	
Total			\$ 690,000	2.00	\$ 690,000	3.40	\$ -	-	\$ 690,000	3.40

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

Please provide a narrative describing the Status Quo programming that will be provided with the budget requests identified above.

DEPARTMENT: County Administrator's Office

PROGRAM NARRATIVE:

The County Administrator's Office has requested a Status Quo allocation of \$698,500, which is comprised of FY 16-17 AB 109 allocations to the CAO (\$450,000), Probation (\$130,000), and the District Attorney (\$110,000), to operate the 1st full fiscal year of the Office of Reentry and Justice (ORJ), as authorized by the Board of Supervisors as a pilot project on Oct. 18, 2016.

2017/18 Status Quo Request

Salary and Benefit costs of **\$489,479** are requested for 0.9 FTE Senior Deputy County Administrator, 1.0 FTE Program Manager, 1.0 Senior Management Analyst, and 0.5 Advanced Secretary to support the administration and operations of the ORJ.

Operating Costs include **\$200,521** to provide Ceasefire Program coordination services, data evaluation and system planning services, and general office operations.

Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form

Department: CCC Police Chief's Association

Description of Item	Program/Function	Ops. Plan Item #	Quantity /FTE	2016/17 Allocation	2017/18 Status Quo Request ¹	2017/18 New Funding Request ²	2017/18 Total Funding Request
SALARY AND BENEFITS							-
Antioch Police Officer	AB 109 Officer	Objective 5.1	1	\$ 130,500.00	\$ 130,500.00		130,500.00
Concord Police Officer	AB 109 Officer	Objective 5.1	1	\$ 130,500.00	\$ 130,500.00		130,500.00
Pittsburg Police Officer	AB 109 Officer	Objective 5.1	1	\$ 130,500.00	\$ 130,500.00		130,500.00
Richmond Police Officer	AB 109 Officer	Objective 5.1	1	\$ 130,500.00	\$ 130,500.00		130,500.00
Subtotal			4	\$ 522,000.00	\$ 522,000.00	\$ -	522,000.00
OPERATING COSTS							-
<i>e.g. Training/Travel</i>							-
Small Equipment Purchase							-
computer, printer, etc.							-
IT Support							-
Vehicle Operating							-
Office Supplies							-
Communication Costs							-
Outfitting Costs							-
Subtotal			0	\$ -	\$ -	\$ -	\$ -
CAPITAL COSTS (ONE-TIME)							-
<i>e.g. Vehicle Purchase</i>							-
Subtotal			0	\$ -	\$ -	\$ -	\$ -
Total							\$ 522,000.00

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016 FY2017/18 funding level.

2. FY2017/18 New Funding should reflect proposed new programs for FY2017/18.

PROGRAM NARRATIVE:

Under the AB109 Public Safety Realignment Program, four (4) agencies who are members of the Contra Costa County Police Chief's Association, participate in a countywide AB109 joint operation team. The agencies who participate in this interagency plan, assign one (1) full-time Police Officer who is tasked with providing law enforcement support and facilitating the safe contact between Probation Officers and parolees. Additionally, the Police Officers are also required to direct efforts toward high to medium risk probationers and parolees, and to participate in County-coordinated police special enforcement operations.

2017/18 Status Quo Request

The Contra Costa County Police Chief's Association has requested \$522,000 for FY 2017/18 to continue to fund four (4) positions. The Police Officers, who are assigned to the team, will continue to maintain current knowledge of all County AB109 programs and the Contra Costa AB109 Operational Plan to ensure probationers are referred to services as needed.

2017/18 New Funding Request

No new funding request for fiscal year FY2017/2018.

Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form

Department: Community Advisory Board

Description of Item	CONTRACTED PROVIDER	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
COUNTYWIDE SERVICES									-	-
Employment (West/East)	Rubicon Programs	5.3b	1,100,000	9.30	1,100,000	9.30			1,100,000	9.30
Employment (Central/East)	Goodwill Industries	5.3b	900,000	7.20	900,000	7.20			900,000	7.20
Housing	Shelter Inc.	5.3c	980,000	6.85	980,000	6.85			980,000	6.85
Female Housing (West)	Reach Fellowship International	5.3c	50,000	1.00	50,000	1.00			50,000	1.00
Peer Mentoring	Men and Women of Purpose	5.4a	110,000	2.25	110,000	2.25			110,000	2.25
Family Reunification	Center for Human Development	5.4b	90,000	1.40	90,000	1.40			90,000	1.40
Legal Services	Bay Area Legal Aid	5.4c	150,000	1.80	150,000	1.80			150,000	1.80
One Stops	<i>see below</i>	5.2b	<i>see below</i>	12.13	<i>see below</i>	12.13			<i>see below</i>	12.13
Reentry Resouce Guide	Contra Costa Crisis Center	5.2a	15,000	-		-		-	-	-
Connctions to Resources	TBD	5.2a		-	15,000	-		-	15,000	-
Subtotal			3,395,000	41.93	3,395,000	41.93	-	-	\$ 3,395,000	41.93
NETWORK SYSTEM OF SERVICES		5.2b							-	-
Network Management			484,436		505,000				505,000	
<u>Contracted Services</u>									-	-
Sober Living Homes			150,000		150,000				150,000	
Auto Repair Training			65,000		65,000				65,000	
Emp. & Ed. Liason (women)			50,000		50,000				50,000	
Emp. & Ed. Liason (men)			50,000		50,000				50,000	
Subtotal			799,436		820,000		-		\$ 820,000	
REENTRY SUCCESS CENTER		5.2b							-	-
Operation and Management	Rubicon Programs		465,000		465,000				465,000	
Subtotal			465,000		465,000		-		465,000	
Total			\$ 4,659,436	41.93	\$ 4,680,000	41.93	\$ -	-	\$ 4,680,000	41.93

DEPARTMENT: Community Advisory Board

PROGRAM NARRATIVE:

2017/18 Status Quo Request

Status Quo Request

CAB continues to recommend that CCP invest significant funds in community programs to continue development of the local non-profit services sector. The CCP should therefore continue to support community based programs. Funding these programs is consistent with the nationwide effort of justice reinvestment. Staying this course will ensure our communities gain the capacity to provide reentry services with high levels of quality and fidelity, and is the best way to achieve lasting reductions in recidivism and long term enhanced public safety outcomes.

As CAB submits the 2017/2018 AB109 Budget Request, we have considered the previous budget increase and acknowledge that the funded agencies have only completed a single quarter of programming under their most recent contracts. As part of this status quo budget request, CAB recommends that the CCP Executive Committee fund each of the funded reentry service areas at an amount that is no less than what is being received in the current fiscal year, and establish this amount as the ongoing baseline budget for each of the services being provided in the community.

The recommended funding amounts are as follows:

Employment Support and Placement Services: \$2,000,000

Housing Services: \$1,030,000

Peer Mentoring: \$110,000

Family Reunification: \$90,000

Civil Legal Services: \$150,000

Network System of Services: \$820,000

Reentry Success Center: \$465,000

2017/18 New Funding Request

CAB is no longer convinced that continued production and support of the County's reentry resource guide in its current state is the best use of this funding. While CAB still believes that this funding should be utilized to enhance communication efforts to help ensure individuals are connected to the reentry resources they need, CAB recognizes a need to highlight both the Reentry Success Center (RSC) and the Network of Services (NOS) as a primary contact in for this process. CAB doesn't believe this is adequately being achieved with either the paper or electronic versions of the current resource guide. Because of this, CAB has attached a memo to this narrative (Attachment 1) jointly developed by the RSC and NOS that describes how, and for what, this revenue will be used for in FY 17-18 to best ensure the community at large is well informed about the pivotal role both of them play in the County's wider reentry system, and how members of the community can use the RSC and NOS to gain access to the reentry services needed. CAB expects representatives from both the NOS and RSC to be present at

TO: COMMUNITY ADVISORY BOARD

DATE: JANUARY 5, 2017

SUBJECT: Reentry Success Center and Reentry Network Joint Communications Efforts

FROM: Patrice Guillory, Network Manager of Contra Costa Reentry Network, and Nicholas Alexander, Director of Reentry Success Center

This memo responds to the CAB's request that \$15,000 previously used for the Reentry Resource Guide be reallocated to the Reentry Network and the Reentry Success Center (to enhance communication efforts throughout the County).

Both the Reentry Network and the Reentry Success Center (a.k.a. Health Right 360 and Rubicon Programs) have agreed that the Reentry Success Center (Rubicon Programs) will serve as the lead fiscal agent for this communications related funding. Rubicon Programs will manage and disperse the funds to be utilized for joint communication efforts, as well as each entity's separate communications methods, as needed. The Network Manager and Director of the Reentry Success Center will apply these funds for the following purposes:

1. To create and circulate quarterly newsletters for people incarcerated in Contra Costa County detention facilities highlighting success stories and services offered by the Center and the Network.
2. To outreach and promote reentry services through countywide community events targeted for the reentry population and their families.
3. To enlist volunteer/participant recruitment, community outreach, and community forums to generate interest from the general public in the services and activities of the Center and Network.

Key Findings and Budget & Policy Recommendations For Contra Costa County's AB109-Funded Activities

Submitted to the Contra Costa Community Corrections Partnership
by the Contra Costa County Community Advisory Board

December 9, 2016

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Key Findings and Budget & Policy Recommendations for Contra Costa County's AB109 Activities

Submitted to the Contra Costa County Community Corrections Partnership
By the Contra Costa County Community Advisory Board
December 9, 2016

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Key Findings and Budget & Policy Recommendations for Contra Costa County's AB109 Activities

Submitted to the Contra Costa County Community Corrections Partnership
By the Contra Costa County Community Advisory Board
December 9, 2016

I. EXECUTIVE SUMMARY

The Community Advisory Board (CAB) to the Contra Costa County Community Corrections Partnership (CCP) submits this Key Findings and Budget & Policy Recommendations brief to support the CCP and the County Board of Supervisors (BOS) in developing budget and policy plans related to Assembly Bill 109 (AB109) for the 2017/2018 fiscal year and the ensuing years.

Accompanying this brief, and incorporated by reference, is CAB's comprehensive analysis of all approved and actual uses of AB109 funds by County agencies for the fiscal year 2015/2016. Drawing on multiple public documents released by the County Administrator's Office (CAO), gathered directly from the CAO, or accessed via online records, this analysis attempts to capture and examine the line-itemed approved and actual uses for each AB109-funded public agency, along with an integrated summary analysis.

As this brief will illustrate, CAB's work here highlights important opportunities to streamline AB109 budget development and analysis, improve AB109-related financial and operational efficiencies, and foster easier access to reliable, necessary, and relevant information.

CAB recognizes that the state of California tasks each county's Community Corrections Partnership with the responsibility for providing day-to-day management of the County's AB109-related activities and budgets, supported by the County Administrator and reporting to the Board of Supervisors. However, the CAB also recognizes that AB109 funds – unlike County General Funds – represent both a singular opportunity and a functional anomaly in County administration. As a dedicated stream of funding tied to specific statutory intent but implemented by a multi-sector array of agencies collectively responsible for achieving shared impacts, AB109 requires transparent, fair, and consistent financial, operational, and management practices.

Thus, CAB's recommendations are designed to enhance public trust in local government, encourage fiscal transparency and efficiency, foster critical inquiry into justice-related departmental operations, and advance efficient and effective use of public funds.

We appreciate that the CAO has provided public documents from which can be gleaned most of the raw financial data necessary to create an integrated budget and analysis. However, we are concerned that, in the absence of such analysis conducted by the CCP or CAO, this foundational responsibility has fallen to an all-volunteer advisory body, one that has no formal

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authority, no access to County infrastructure, and no budget to offset the substantial time and effort required to complete this task.

The CAB experienced substantial challenges in producing a comprehensive budget document, a task that required more than 80 hours of direct technical assistance, along with multiple meetings with CAB members for collective review. This research was further supported by numerous phone conversations and email exchanges with County staff to conduct specific research, identify and gather additional source documents, and engage in joint study.

Given the self-evident challenges confronted in building this analytic document, CAB strongly urges the County to develop an organized, consistent, and well-managed document repository of AB109 budget materials. While many of these documents have traditionally been made public as components within packets prepared for CCP meetings, it is abundantly clear that the current system is insufficient to meet the needs of the public, County agencies, and other interested parties.

Indeed, the County's Better Government Ordinance Section §25-6.202 recognizes the benefit of creating such a records database, which "shall be for the use of county officials, staff and the general public, and shall be organized to permit a general understanding of the types of public information maintained, by which officials and departments, for which purposes and for what periods of retention, and under what manner of organization for accessing, e.g., by reference to a name, a date, a proceeding or project, or some other referencing system.... Any such master database shall be reviewed by appropriate staff for accuracy and presented to the board of supervisors for formal adoption. Any changes in the county's practices or procedures that would affect the accuracy of the database shall thereafter be reported by the responsible staff to the board of supervisors as the basis for a corresponding revision of the database."¹

In creating this brief, the CAB devoted itself to the study of the budget-to-actuals of AB109-funded County agencies. CAB did not expand this study to include County-funded nonprofit organizations, due to the fact that the CAO's contract management processes for nonprofit organizations already include ongoing and highly attentive scrutiny of the use of AB109 funds; any modification in budgets for AB109-funded nonprofit organizations requires the explicit

¹ Better Government Ordinance, Division 25, accessible at municode.com/library/ca/contra_costa_county/codes/ordinance_code?nodeId=TIT2AD_DIV25BEGOOR

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approval by the CAO. Thus, we concluded that the budget-to-actual use of AB109 funds by nonprofit organizations would add little insight in the current context.

However, should the CCP find potential benefit in such an analysis, the CAO (as the manager for all AB109 contracts) is well equipped to undertake it, and CAB would welcome the opportunity to review the County's findings.

By producing and publicly sharing this Key Findings and Budget & Policy Recommendations brief, along with the associated budget analysis, we hope to spur formal efforts by the CCP, CAO, and BOS to fulfill this duty in future, beginning immediately with quarterly invoices and with the County's annual budgeting process for fiscal 17/18.

II. POLICY RECOMMENDATIONS

PR 1. Improve departmental budget development, reporting, and analysis

- a. Replace the use of "status quo" budget requests with a directive that agencies are to produce due-diligence renewal requests based on prior-year budget-to-actual analyses, functional analyses, and supplantation analyses
- b. Create, deploy, and require the use of a standardized format for budget requests, reporting, and reviewing for all entities funded by or applying for AB109 funding
- c. Ensure that this format requires line-item detail for all approved and actual uses of funds; distinguishes among staff, contracts, operating costs, and capital costs; quantifies FTEs and per-FTE cost; and captures monthly year-to-date budget-to-actual expenses
- d. Ensure that this template is accompanied by a budget narrative that provides all underlying information necessary to track use of approved funds, including (but not limited to) staff purpose and justification, identification and quantification of funded services, and the assumptions underlying programmatic, operating, and capital cost calculations.

PR 2. Improve multi-departmental budget development, reporting, and analysis

- a. Request that the CAO produce an annual integrated, comprehensive proposed budget for all departments requesting AB109 funding, with itemized departmental and collective budgets, proposed uses, and approved uses, both categorical and line items

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- b. Ensure that this summary budget is supported by the standardized, complete underlying budget developed for each entity, supported by all necessary detail to understand the assumptions and calculations, and accompanied by a written budget narrative and functional analysis of the collective use of funds
- c. Ensure that this integrated budget is deployed to track and publish budget-to-actual uses, on no less than a quarterly basis
- d. Ensure that the CCP publicly receives, reviews, and discusses these summary documents (approved budget, YTD actuals, and budget narrative), no less than quarterly, to support informed decision-making and course-correction as necessary
- e. Ensure that meeting schedules and agendas provide CCP, BOS, and the public with sufficient time to engage in meaningful review and discussion of use of funds and their alignment with the County's established AB109 strategies and goals

PR 3. Implement consistent protocols, definitions, and documentation

- a. Develop, publish, and enforce consistent definitions and protocols for AB109-related budgetary matters, including but not limited to definitions for "status quo," guidelines on cost of living or "contract-related" adjustments, and rules regarding supplantation
- b. Develop and deploy a standard policy regarding use of AB109 funds to underwrite fixed costs (such as occupancy or equipment), indirect costs (such as office supplies, IT support or technology services or data processing services), capital costs, and non-cash charges/balance sheet items (such as depreciation or "accruals"), etc.
- c. Develop, publish, and enforce a policy directive regarding the use of consistent accounting practices, a prohibition against overspending of approved line items, and a prohibition against unauthorized reallocation to unapproved items, or "adjustments," and the directive that approved line items with unspent balances be adjusted in the subsequent year to reflect actual need
- d. Create an AB109 document repository using a clear taxonomy for labeling and filing, to foster readier access to relevant information for County leadership, contracted agencies, members of the public, and other interested parties; ensure that this database is clearly identified and web-accessible; and assign responsibility for its maintenance and quality control

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PR 4. Improve process for meaningful analysis of "budget to actuals"

- a. Ensure that all elements of, and the resulting findings from, quarterly and annual budgetary review and analysis are made public and are provided to the appropriate committees of the Board of Supervisors with sufficient time to review and discuss
- b. Use the results of such discussions as the foundations for the subsequent year's budgetary planning; direct agencies to submit budget requests that reflect the findings from reviews of the previous year's budget, uses, and outcomes
- c. Produce an annual financial report to be presented to the Contra Costa County Public Protection Committee and the County Board of Supervisors
- d. Produce an annual Key Findings report to be presented to the Contra Costa County Public Protection Committee and the County Board of Supervisors to provide high-level analysis of the County's AB109's efforts, in the context of the guiding strategies and goals outlined in the County Reentry Strategic Plan, the County's AB109 Implementation Plan, and the County's AB 109 Operations Plan, and other relevant guiding documents that may exist now or in the future.

PR 5. Request that Auditor-Controller conduct an audit of AB109 uses

- a. Ensure that all uses are consistent with the state statutory guidelines, including all sources and uses of AB109-related funding, including the dedicated subaccounts established under California Government Code §30025
- b. Ensure that all allocations and accounting of operating, capital, and indirect costs are appropriate, valid, and accurate
- c. Ensure that no existing funding sources are being supplanted by AB109 funds
- d. Ensure that all federally-reimbursable funds are properly accounted for as reimbursables against budgeted AB109 uses
- e. Ensure that no AB109 funds are being reallocated from their approved purpose, except with public review and formal approval by the CCP and BOS

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III. CONTEXTS FOR CAB'S POLICY RECOMMENDATIONS

A. CAB Role

Established in early 2012, the Community Advisory Board is recognized as a standing committee of the Community Corrections Partnership. As asserted in its Operating Guidelines, "CAB shall advise the Contra Costa County Community Corrections Partnership (CCP) by providing input on community needs; assessing implementation of the Contra Costa County Reentry Strategic Plan; reviewing data on realignment outcomes; advising the CCP on community engagement strategies; offering recommendations for ongoing realignment planning; advising County agencies regarding programs for implementation in the County; and encouraging outcomes that are consistent with the County's Reentry Strategic Plan."²

B. Statutory Context

The California Penal Code establishes the intentions and obligations related to AB109. In part, the Penal Code asserts that "Fiscal policy and correctional practices should align to promote a justice reinvestment strategy that fits each county. 'Justice reinvestment' is a data-driven approach to reduce corrections and related criminal justice spending and reinvest savings in strategies designed to increase public safety. The purpose of justice reinvestment is to manage and allocate criminal justice populations more cost effectively, generating savings that can be reinvested in evidence-based strategies that increase public safety while holding offenders accountable." (California Penal Code §3450(b)(7))

IV. OVERARCHING PROCEDURAL ISSUES

A. Independent Oversight

Because of the unusual nature of AB109 funding – a dedicated pool of public funds distributed to multiple entities but restricted to specific allowable uses – CAB recommends that the County-Auditor conduct an audit of budgeting practices and actual spending for all AB109-funded County agencies; see Policy Recommendation PR 5, below.

As an elected official and operating under the legal authority set forth in the Government Code, the Auditor-Controller is responsible for fulfilling a variety of functions specified in the

² Operating Guidelines of the Contra Costa County Community Corrections Partnership (CCP) Community Advisory Board (CAB), as amended January 8, 2015, Section 1.

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California Constitution, in various California codes, and by the Board of Supervisors. The Office of the Auditor-Controller's primary mission is to ensure the fiscal integrity of the County's financial records and to provide service, assistance and information to the public, the Board of Supervisors, the County Administrator's Office, and County departments and employees. With a staff of approximately 50 people and an operating budget of approximately \$7.9 million, the Office of the Auditor-Controller is best suited to provide the CCP with objective analyses and recommendations for budgetary practices regarding AB109.

Given this scope and scale, the CAB recommends that the Auditor-Controller's Internal Audit Division be tasked with conducting an annual internal audit of all AB109-funded entities and producing a Key Findings and Recommendations report for presentation to the Board of Supervisors and for public review.

B. Supplantation

California Government Code §30025, which governs the management of AB109 funds, directs the state and its counties to create a master account ("County Local Revenue Fund 2011") to manage its AB109 funds.

Within this County Local Revenue Account, a master account – the "Law Enforcement Services Account" – is to be created, along with the following subaccounts:

- i. Community Corrections Subaccount
- ii. Trial Court Security Subaccount
- iii. District Attorney and Public Defender Subaccount
- iv. Juvenile Justice Subaccount (supplemented by two special accounts)
- v. Enhancing Law Enforcement Activities Subaccount
- vi. Local Innovation Subaccount

The statute establishes limitations on the ways that the master account and the subaccounts may be used. Specifically, Subsection §30025 (f) (11) states: "*This funding **shall not** be used by local agencies to supplant other funding for Public Safety Services,*" which is reiterated by Subsection 30026.5 (e) (6), which reads, "*The funds deposited into a County Local Revenue Fund 2011 **shall not** be used by local agencies to supplant other funding for Public Safety Services*" (emphases added).

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Thus, both the master account and the particular Community Corrections Subaccount contain prohibitions against supplantation.

The CAB recognizes the challenges related to tracking, preventing, and correcting supplantation across dozens of entities, accounts, and funding sources. It is due to this very complexity that the CAB urges the CAO and CCP to develop and implement accurate, consistent, and transparent methods to manage the challenge of budgeting, tracking, reporting, and remediating any supplantation, which is essential to establishing efficient budgets, to controlling costs, and to ensuring public trust.

V. KEY FINDINGS

KF 1. Inconsistent financial recording and tracking practices for reporting

In developing our analysis, CAB was struck by the wide variety of methods by which AB109-funded entities spent, recorded, tracked, and reported on their budgets and use of funds.

We were also struck by the realization that, in addition to their inconsistent recording/reporting methods, the reporting documents as submitted to the CCP by the CAO throughout the budget year largely lack contextual budgetary information critical to understanding, analyzing, and approving the quarterly invoices.

Given that the quarterly reports/invoices and year-end reports as presented to the CCP generally do not provide even basic contextual information, we believe that CCP members may find it difficult to fulfill their fiduciary responsibilities to steward AB109 funds. We note that these quarterly and annual reports generally lack such information as:

- Total amount allocated to the entity
- Approved line items and amounts
- Use of funds as compared to the approved items and amounts
- Explanation for substantial over/under-spending on an approved line-item
- Explanation for substantial reallocations of funds from an approved use to a use that had not been presented to or approved by the CCP or BOS
- Analysis of whether the deliverables specified in the initial budget request are being fulfilled

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To foster public trust and faith, the CAB is committed to supporting the County in ensuring high standards of transparency, accuracy, and accountability in all AB109 activities and budgets. To that end, we feel that it is essential for the County to develop improved budget recording, reporting, and approval practices in order that the CCP may fulfill its statutory and fiduciary obligations.

KF 2. Inconsistent uses of approved funds

a. Over/under spending

- i. The CAB's analysis has revealed that some departments substantially and persistently under-spend line item amounts approved for specific purposes.

This has been particularly apparent in the Behavioral Health division, in which funding for contracted direct services (including shelter beds, inpatient and outpatient substance use disorder services, and to some degree transitional housing) has been substantially under-spent in each of the past three years, with as little as 3.6% of the budgeted amount spent on outpatient substance use disorder treatment; use of the shelter-bed budget averaging 62.3% over the past three years; and a contract psychiatrist whose services have gone substantially under-utilized. In 2015/2016 specifically, 23.9% of the Contracted Services element of the Behavioral Health budget remained unspent.

We are troubled by this history of under-spending on contracted direct behavioral health services, especially in light of the twinned facts that these services are in chronically short supply and that they are most highly correlated with improving recidivism rates.

Similarly, the use of funds by the District Attorney (DA) includes a set of line-item costs that apparently were not publicly requested, discussed, or approved by the CCP or BOS. These new line items – "Paulson cost," "Benefits Adm Fee," "Retiree Health Cost," "OPEB Pre-Pay," and "Health Care Savings Deduction" – totaled \$99,901 in apparently unapproved reallocations.

Even with the introduction of these new items, the DA's total use of funds was less than the budget allocated to the Office, suggesting a need to reconsider whether the budget allotted may exceed warranted need.

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- ii. The obverse is also true: The CAB's analysis has revealed that some entities exceed the allowed budget on a given line item, without any public review or approval process, and without written justification submitted with either quarterly demands or year-end reports.

A closer examination of this practice reveals that this has been the case over the course of several years, particularly among certain departments. For example, the "Labs & Pharmacy" line item in the Behavioral Health budget is annually approved at \$120,000, but in the three years spanning 2012/2013 to 2014/2015, the amounts internally reallocated to this item ballooned (to totals of \$279,824, \$494,213, and \$564,173, respectively). In each case, unspent funds from other line items were reallocated very late in each fiscal year, perhaps in an effort to exhaust the entire budget. In the most recent year (15/16), the Labs & Pharmacy line shows a year-end overspending of only \$3,749, which is substantially closer to the approved allotment than in the previous fiscal years. Nonetheless, of the entire "Labs & Pharmacy" budget for 15/16, a full 62.1% was booked in just the final two months of the year.

Moreover, the monthly costs charged to this line item swing wildly throughout the year, from \$171,899 in October to *negative* \$144,233 in February. A footnote to this item explains, "Corrective entry for a missed posting of \$177,899 (*sic*) in October and expenses through December 2015 resulted in the credit of \$144,233. Lab and Pharmacy expenditures from Jan. - Jun. will be reflected in the final quarter." It's not clear to CAB how this posted credit of \$144,233 rectifies this history, and this footnote raises additional questions – If there was a "missed posting" that exceeded the entire line item budget, what was its origin? And how does an adjustment in February align with a footnote reporting that January through June will be reported in the final quarter?

This is only one of the ten footnotes embedded in the Behavioral Health budget-to-actual report in an attempt to explain various accounting issues.

b. Unapproved reallocations and new line items

In addition to finding that some entities sometimes augmented line items through internal reallocations, our analysis also reveals cases in which some departments have reallocated substantial amounts of unspent money to entirely **new** line items, which

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were not publicly presented to or approved by the CCP or BOS in the budget process, and which have not been subject to public presentation, discussion, or action during the year.

For example, the Probation department's approved budget included a category of operating costs totaling \$98,597³, to be allocated across a set of specified and quantified purposes. However, budget-to-actual analysis reveals that while Probation did exhaust this funding, \$54,938.12 was not spent in the approved uses and amounts but was reallocated, of which \$18,269.80 was spent on entirely new operating line items. In addition, within Probation's share of operating funds for Pretrial Services, \$26,184.98 was used to purchase a vehicle, which is not included in the approved 2015/2016 budget request.⁴

Similarly, the DA's budget overspent funds on approved line items and reallocated funds to new, non-approved line items. For example, an unbudgeted services and supplies line item was created and then billed for a total of \$14,618, of which 46.6% was billed just in the 4th quarter. At the same time, of the \$12,669 approved for an array of specific Administration/ Operations items, \$0 was spent.

CAB recommends that rather than retaining and reallocating funds, entities should be directed and expected to deploy them fully to their approved purpose to the degree necessary within the approved limit or to return unspent line item balances to the collective pool of unspent AB109 funds, with the renewal baseline request reduced to reflect the actual use of funds.

c. Inconsistent allocations across the fiscal year

Our analysis reveals a pattern of highly variable line-item accounting, including numerous occasions of unexplained/unapproved 4th-quarter adjustments.

In these cases, the spending rate (even for a steady-state item like a funded and filled staff position) substantially increases in the 4th quarter, oftentimes in the 12th month.

³ \$223,597 in Operating Costs minus \$125,000 to underwrite the contract for the County Reentry Coordinator (which was entirely spent as budgeted) equals \$98,597.

⁴ Probation requested about \$26,000 for a vehicle purchase in the 2014/2015 budget, and we found an invoice from June 2015 in the amount of \$26,196.73 for the purchase of a Toyota Camry Hybrid. However, we also located a second invoice in the amount of \$26,184.98 for a second vehicle, a Ford C-Max Hybrid, which was submitted in the October 2015 report.

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For example, during the course of the year, Probation spent \$12,785 on "minor equipment," which was not included in the approved budget; of this new line item, 76% was booked in the final month of the fiscal year.

In such cases, it may be the intention to spend the total amount of AB109 funds allocated to the agency, whether or not the use of funds is permitted by or consistent with the budgets as publicly presented to and approved by the BOS. We would recommend that the CAO establish and enforce a clear directive that funds are not to be reallocated from their approved purpose without formal approval by the BOS.

Probation was not alone in this practice, which was found in others as well; Workforce Development Board (WDB), discussed below, is particularly illustrative of this practice.

d. Indirect or "nonspecific" costs

Our analysis reveals a lack of consistent practices regarding allocations of certain indirect costs to AB109 budgets. In recent years, and increasingly, some departments have begun the practice of assigning costs for "occupancy," "office supplies," and "other." The use of AB109 funds to offset the existing costs of existing buildings is the very embodiment of supplantation.

In some cases, departments have used 4th quarter accounting to assign substantial funds to unusual line items, such as "County Expense Claims," unexplained "accruals" for staff positions, unexplained "accruals for operating costs," and non-specified items labeled only "nonspecified." We can find no evidence that these reallocations were publicly presented, discussed, or approved.

Workforce Development Board, for example, charged 42.2% of its budget to these unusual and unapproved line items, while also charging a full 71% of its total budget in just the final quarter of the fiscal year. This is hard to understand, given that 98% of the WDB budget is intended to cover (non-specified) portions for five staff members (\$196K of \$200K); it is hard to understand how such staff could require only 2% of the allotted budget in the first nine months of the year, with 98% charged in just the final three months. Indeed, in an established program and with established administrative positions, staff generally represents a highly consistent cost throughout a fiscal year.

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This use is further complicated by the fact that in its budget proposal, the WDB does not identify the FTEs for the five staff whose positions, it says, are partially underwritten by AB109 budgets; thus, it is impossible to confirm the justification for this allocation; to track the actual costs; or to assess the possibility of supplantation. However, given the fact that federal funds generally represent a substantial portion of Workforce Development Board funding, it seems questionable to use AB109 funds to offset the cost of WDB management and existing staff; again, the possibility of unexamined supplantation should be raised.

KF 3. "Status quo" directive surrenders critical analysis and stewardship

Our analysis reveals inconsistent definitions of what it means to submit a "status quo" budget. The varieties are of several types:

- A department submits exactly the same line items, with the same amounts, year after year, even if the use of funds in the previous year differed sharply from its approved purposes
- A department submits exactly the same line items, with the same amounts, year after year, but increases the line items by some percentage, ascribes the increase to "negotiated contracts" (or remains silent as to the cause) and calls it a "status quo budget," nonetheless
- A department submits a request for the same total funding received the prior year, even if the prior year's budget included one-time items will not recur in the upcoming year and should be excluded
- A department submits a request for the same line-item amounts and total amounts received the prior year, even if the costs on various line items, as actually incurred, were substantially lower than the prior year's budgeted amount, lowering the overall total.

In all of these examples, the directive to submit "status quo" budget renewals does not seem to require entities to identify or report over/under utilizations, justify reallocations by explaining need or reason, or modify their associated line items or budget narratives to reflect past experience and inform the renewal request.

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In other words, even though in many cases County agencies are not spending money on approved uses, the common practice is to submit renewal requests year after year as if they were.

Indeed, there seems to be little indication that departments are instructed by the CAO to identify potential cost savings (redundancies, inefficiencies, lower costs than planned, nonrecurring items, or supplantation). On the other hand, since various increases are allowed (COLAs, expanded staff positions, new line items), it seems clear that – absent a new directive – costs will do nothing but inexorably increase.

Thus, it appears that the CAO's annual directive for "status quo" renewal requests sidesteps any expectation that these annual requests should be built on a critical budget-to-actual analysis of the use of funds in previous years. By failing to require that all entities accurately track uses, purposes, and outcomes before developing a renewal request, this practice undermines CCP's ability and obligation to assess the true cost, efficiency, and benefit of funded activities.

In light of the persistent and oft-reiterated reminders by the CAO of potential future fluctuations in AB109 allocations to the County by the state, we feel it imperative that agencies be directed to engage in critical analysis.

While we readily perceive the appeal of offsetting General Fund costs with AB109 funding, we do not feel that such use is consistent with AB109 intent or with guidelines on supplantation.

KF 4. Use of AB109 funds to offset costs of existing staff and positions

Our budget analysis shows that in the 2015/2016 fiscal year, AB109 funds were used to underwrite at least 94.96 FTE positions⁵ in County agencies. This is a remarkable number of AB109-funded County employees put to the purpose of managing a modest-sized AB109 population.

In the absence of a formal time study (which the CAB recommends the County undertake), it is hard to determine whether all 94.96 FTE employees are necessary to achieve AB109 purposes, and to what degree their time is in fact dedicated specifically to AB109-related purposes.

Further, it appears that many of the positions now being funded through AB109 were not

⁵ Because WDB does not quantify the FTEs underwritten by AB109 funds, the total FTE cannot be precisely calculated.

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created and filled specifically to meet incremental needs related to AB109. Rather, it appears that AB109 funds may have been (increasingly) allocated to County positions that existed prior to AB109, and that AB109 funds may be underwriting costs previously budgeted as County General Funds or supplanting other established funding sources.

However, without clear guidelines regarding such practices, and absent the documents and processes necessary to track sources and uses of funds, the County and public are limited in their ability to calculate the true incremental cost represented by AB109 activities in Contra Costa.

KF 5. Identifying and remedying supplanted funds

Given that many AB109-related staff and activities are or may be funded by other sources – dedicated state revenue streams; state, federal, or private grants; or federal sources such as Medi-Cal and the new Drug Medi-Cal – opportunities for unintentional supplantation are rife.

For example, the Sheriff's budget contains a line item of \$456,250, for "food/ clothing/ household" for incarcerated AB109ers. It is hard to understand how the very small *incremental* number of people housed in the detention facilities as a result of AB109 could possibly generate an *incremental* cost for these items of nearly half a million dollars annually. Further, as actually expensed, this item was substantially over-budgeted, leaving \$252,068 unspent.

However, in the absence of directive guidelines, clear calculations for justification, and careful auditing, it is impossible to determine whether this budget allocation supplants existing funds, whether such cost increases have been examined and confirmed, and whether 30 Deputy Sheriff positions funded by AB109 were in fact newly created in the aftermath of AB109. The risk is that costs previously covered by County General Funds as an ordinary element of detention operations may be supplanted by AB109 funding.

Similarly, the AB109 budget for Detention Health Services establishes funding to underwrite positions for 7.6 FTE health professionals, but without a budget justification that enumerates the specific incremental workloads resulting from AB109, it's hard to assess the necessity of these positions.

In addition, when some AB109-budgeted activities are likely to be reimbursed through federal sources, it can be difficult to predict and correct budgets to reflect such anticipated or actual reimbursements. This is particularly true of health-related items that are subject to

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reimbursement by federal funds.

KF 6. Lack of parity in process and treatment

The policy recommendations provided in Section II of this document, taken in aggregate, would establish baseline systems of transparency, review, integrity, and scrutiny for County agencies, requirements that have been imposed on AB109-funded *nonprofit* organizations ever since nonprofit organizations began receiving funding in 2013/2014.

In fact, the burdens currently imposed on nonprofit organizations are substantially higher even than what we recommend here for the County agencies.

For example, nonprofit organizations are required to submit specific metrics, on a monthly basis, as a condition of their contracts and invoices. In contrast, the County agencies are required to provide no such reports on services or outcomes, but receive continuous funding without obligations for such reporting.

Further, nonprofit agencies are required to submit competitive bids, cannot rely on extended years of funding, must implement newly funded efforts on accelerated and shortened timelines, and are expected to deliver specific measurable outcomes without the infrastructures, resources, and autonomy that characterize County agencies.

All of these differences suggest that County agencies should not be excused from the standards and expectations required of their nonprofit counterparts.

We strongly believe that good governance, necessary stewardship, and public trust require that AB109-funded County agencies be expected to adhere to the same level of scrutiny and consistency as their much smaller nonprofit partners.

VI. ANALYSIS OF DEPARTMENTAL AB109 BUDGET-TO-ACTUALS FOR FY 2015-2016

A. Origin and purpose of this budget-to-actual analysis

Although it has been five years since AB109 began implementation in the fiscal year 2011/2015, the County has never produced an integrated "budgets to actuals" document to examine the uses of AB109 funds across all funded departments.

Therefore, and in order to provide a framework necessary for collective review and analysis of AB109's uses in Contra Costa County, CAB has undertaken the effort to produce this brief on the County's behalf.

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B. Caveat

It is important to note that CAB's budget analysis represents a diligent, good faith effort to be as accurate and complete as possible. All of the information contained in the budget analysis comes from public documents, and in creating it, every effort was made not to infer, assume, or deduce information. For specific questions, clarification, and additional documentary sources, CAB consulted directly with senior staff of the CAO, and we deeply appreciate the careful and attentive collaboration provided.

Notwithstanding this demanding due diligence, we recognize that this document attempts to capture a tremendous amount of information drawn from disparate, non-standardized documents, requiring that CAB cobble together information drawn from dozens of source documents. Each of these source documents represented only one piece of this complex puzzle, and many did not readily align with one another.

Corrections may prove necessary, and in future we would welcome the transfer from the CAB to the purview of the CAO the responsibility for producing comprehensive, rigorous analytic reports such as this.

C. Commingling nonrecurring and operating costs

We note that in budgeting, analyzing, and discussing the annual cost of the County's AB109-funded operations, it is important to distinguish nonrecurring costs from annual baseline operating costs; this was sometimes overlooked.

In cases where operating funds are in fact reallocated to nonrecurring items (such as vehicle purchases), it is important for the County to reduce the subsequent year's operating budget allocations by the amount of the nonrecurring cost.

D. Pretrial Services budget

Unlike other AB109-funded budgets for County agencies, the \$900,000 operating budget for Pretrial Services (PTS) is shared by the Probation Department and the Office of the Public Defender. As a result, each agency receives a portion of the PTS revenue allocation, and each agency submits its own invoices against that allocation.

Working with staff from the CAO, who in turn requested specific detail from the Probation Department's Administrative Services Officer, in this analysis we have been able to separate

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the Pretrial Services sources and uses within each of these two departments, allowing us to produce an analysis of Pretrial Services independent of the larger budgets for both Probation and the Public Defender. On the accompanying budget analysis, the PTS-related budget is analyzed as an independent entity, separate from its larger departmental budgets.

E. Summary findings within the 2015/2016 AB109 budgets for public agencies

CAB's detailed budget-to-actual analysis of all funded public agencies for 2015/2016 has revealed multiple opportunities for the County to better match annual budget allocations to appropriate uses; reset status quo budget assumptions; establish shared protocols for budgeting, spending, and tracking; and revise the distribution of funds among agencies to most effectively steward this unique stream of dedicated state funds.

In this following section, we offer a simply high-level summary of the findings of our analysis, which is presented in much greater detail in the accompanying financial document.

1. Ongoing Operating Costs

Of the **\$16,523,314** budgeted to public agencies for **ongoing** costs in FY 2015/2016, our analysis suggests that **\$2,272,954.10**, or **13.76%**, remained unspent on approved uses.

FY 2015/2016 AB109 budgets	Amount at issue	% of operating budget
Operating funds budgeted in 15/16 Total operating funds budgeted to public agencies (excluding \$900,000 PTS budget, \$2.7 million in one-time capital set-asides, and \$3.995 million for community-based organizations)	\$16,523,314.00	100.00%
Unspent balance of approved uses	\$2,272,954.10	13.76%

In addition to this unspent balance remaining on approved line items, our analysis also notes that in many cases the approved line items, as budgeted, were overspent, without authorization. We also noted cases in which funds were spent for purposes that had not been formally proposed or approved by BOS.

FY 2015/2016 AB109 budgets (ongoing operations, excluding PTS)	Amount at issue	% of operating budget
Total overspent on approved uses	\$125,378.87	0.76%
Spent on new line items apparently without formal approval	\$584,238.17	3.54%
Total operating funds apparently spent other than as approved	\$709,617.04	4.29%

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2. Pretrial Services

Of the \$900,000 allocated jointly to the Public Defender's Office and the Probation Department for Pretrial Service costs, the Probation Department received a total of \$757,448 (84.2%), and the Public Defender's Office received \$142,552 (15.8%).

Within these allocations, \$74,661.02 remained unspent in Probation's staffing line item, while the staff budget for the Public Defender's Office was overspent by \$6,630.00. Meanwhile, Probation under-spent its operating costs line item, while the Public Defender's Office did not submit request for any costs other than staffing.

CAB suggests that the allocations for Pretrial Services be modified to reflect this over/under utilization. We also suggest that both revenues and the expenses for Pretrial Services be recorded as separate elements (both sources and uses) on Probation's and the Public Defender's planning and reporting, rather than being aggregated into line items and invoices within the larger departmental budgets.

We also note that Probation used PTS operating funds in the amount of \$26,184.98 to purchase a vehicle. This is not an ongoing operations cost and thus should not have been funded through the ongoing operations budget.

Further, we note that although Probation invoiced a vehicle purchase in June 2015, as was authorized in the 14/15 budget, Probation then purchased a second vehicle in October 2015; this purchase was not included in the approved 2015/2016 budget. The reason for the purchase of the second vehicle has not yet been determined by CAO staff, who are researching the matter and will report on their findings to the CCP.

Pretrial Services Budget	Allocation	Unspent/(Overspent) on approved items	Spent on non- approved items
Probation allocation			
Staff	\$747,167.00	\$74,661.02	
Operating Costs	\$10,281.00	\$2,078.95	\$26,184.98
Public Defender allocation			
Staff	\$142,552.00	(\$6,630.00)	
Total	\$900,000.00	\$70,109.97	\$26,184.98

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3. Nonrecurring Costs

Of the \$2,700,000 set aside over the course of several fiscal years for **one-time** capital projects for the Sheriff's Office, 87.48% remains unspent to date.

Nonrecurring set-asides		
Set-asides for capital projects for Sheriff's Office over several fiscal years	\$2,700,000.00	100.00%
Unspent balance as of June 30, 2016	\$2,361,908.00	87.48%

CAB recommends that the CAO establish a policy for determining deadlines by which set-aside funds must be expensed for the approved purpose, after which unspent balance would be returned to the general AB109 pool.

F. Source documents for this written brief and accompanying financial analysis

- **2012/13:** "FY2012/13 AB109 Public Safety Realignment Preliminary Financial Report," Community Corrections Partnership Agenda Packet, August 2, 2013, pp. 7-96, at <http://www.cccounty.us/DocumentCenter/Home/View/27284>
- **2014/15:** "FY 2014/15 Annual Financial Report for the Community Corrections allocation of AB 109 Public Safety Realignment revenue," Community Corrections Partnership Agenda Packet, November 6, 2015, pp. 29-208, at <http://www.contracosta.ca.gov/DocumentCenter/View/38543>
- **2015/16:** "FY 2015/16 AB109 Public Safety Realignment Budget Proposals," Community Corrections Partnership Agenda Packet, January 9, 2015, pp. 10-40, at <http://www.co.contra-costa.ca.us/DocumentCenter/View/34978>
- **2015/16:** "Community Corrections Partnership FY 2015/16 Annual Financial Report," Community Corrections Partnership Agenda Packet, November 4, 2016, pp. 10-119, at <http://www.co.contra-costa.ca.us/DocumentCenter/View/43107>
- **2016/17,** "FY 2016/17 AB109 Public Safety Realignment Budget Workshop," Community Corrections Partnership Agenda Packet, December 5, 2015, pp. 11-51, at <http://www.contracosta.ca.gov/DocumentCenter/View/38967>
- **2016/17:** "AB109 Public Safety Realignment Program FY 2016/2017 Summary of Budget Allocations, as recommended by the Public Protection Committee," Public Protection Committee Agenda Packet, February 8, 2016," at http://64.166.146.245/agenda_publish.cfm?id=&mt=ALL&get_month=2&get_year=2016&dsp=ag&seq=771
- Contra Costa County Municipal Code, Division 25, Better Government Ordinance, at https://www.municode.com/library/ca/contra_costa_county/codes/ordinance_code?nodeId=TIT2AD_DIV25_BEGOOR

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- "Operating Guidelines of the Contra Costa County Community Corrections Partnership (CCP) Community Advisory Board (CAB), as amended January 8, 2015," at <https://ca-contracostacounty2.civicplus.com/DocumentCenter/Home/View/9791>
- Direct communications (telephone and email, including documentation provided as email attachments) with staff of the Contra Costa County Administrator's Office, November 11-December 7, 2016

Summary Analysis of Use of AB109 Funds by All AB109-Funded Public Agencies - 2015/2016									
Source: General AB109 Funds	FTEs	Total allocated budget for 15/16	\$ unspent on approved uses	% unspent on approved line items	Spent more on a line item than approved	% overspent on approved items	Spent on non-approved uses	% of budget spent on nonapproved items	Notes
Behavioral Health									
Staffing		\$1,122,609.00	\$145,540.00	12.96%	\$106,944.00	9.53%			Substantial variations and reallocations in multiple areas of budget
Administration		\$220,223.00	\$43,411.00	19.71%	\$17,610.00	8.00%			
Contracted services		\$900,600.00	\$215,253.00	23.90%	\$3,196.00	0.35%	\$20,677.00	2.30%	
	11.00	\$2,243,432.00	\$404,204.00	18.02%	\$127,750.00	5.69%	\$20,677.00	0.92%	
CAO									
Staffing	1.50	\$225,000.00	\$82,112.00	36.49%			\$30,068.00		It is not mathematically possible to calculate % overspent on a line item that was not budgeted No explanation for why staff costs were reallocated to "AB109 Support for LIJ"
Evaluation		\$225,000.00			\$0.00	0.00%			
Other		\$0.00					\$7,374.00	#DIV/0!	
"AB 109 Support for LIJ"		\$0.00					\$0.00	#DIV/0!	
	1.50	\$450,000.00	\$82,112.00	18.25%	\$0.00	0.00%	\$37,442.00	8.32%	
Detention Health Services									
Staffing	7.60	\$1,055,562.00							Spending pattern highly variable without specific explanation
	7.60	\$1,055,562.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	
District Attorney									
Staffing	9.00	\$1,375,743.00	\$447,064.00	32.50%	(\$4,616.00)	-0.34%			Why is utilization so low?
Administration/Operations		\$82,995.00	\$0.00	0.00%	\$0.00	0.00%	\$99,901.00	120.37%	Not consistent with approved budget
"Other" costs		\$0.00					\$14,618.00	#DIV/0!	Not mentioned in budget request
	9.00	\$1,458,738.00	\$447,064.00	30.65%	(\$4,616.00)	-0.32%	\$114,519.00	7.85%	
Police Departments									
Antioch	1.00	\$130,500.00	\$0.01						
Concord	1.00	\$130,500.00	\$0.00						
Pittsburg	1.00	\$130,500.00	\$0.00						
Richmond	1.00	\$130,500.00	\$0.00						
	4.00	\$522,000.00	\$0.01	0.00%	\$0.00	0.00%	\$0.00	0.00%	What is the AB109-related purpose for these officers?
Probation									
Staffing	15.36	\$2,459,421.00	\$201,824.57	8.21%					
Operating Costs		\$223,597.00	\$24,588.67	11.00%	\$36,668.32	16.40%			
									One car budgeted in 14/15 and purchased in June 2015; a second car purchased in October 2015, but 15/16 budget does not show an approved vehicle purchase. Additionally, as a nonrecurring item it should not be included as an operating cost in establishing Probation's PTS budget in subsequent years.
Vehicle Purchase		\$0.00					\$18,269.80	#DIV/0!	
	15.36	\$2,683,018.00	\$226,413.24	8.44%	\$36,668.32	1.37%	\$18,269.80	0.68%	
Public Defender									
Staffing	9.50	\$1,124,000.00	\$43.46	0.00%	(\$41,615.45)	-3.70%			
	9.50	\$1,124,000.00	\$43.46	0.00%	(\$41,615.45)	-3.70%	\$0.00	0.00%	
Sheriff's Office									
Staffing	30.00	\$5,827,782.00	\$542,138.00				\$272,923.00	4.68%	Why is nonapproved overtime charged, when all 30 allocated positions have apparently been filled, with an unspent balance?
Food/clothing/household		\$456,250.00	\$252,068.00	55.25%					Is there a functional analysis of justification for these costs? Also, over-budgeted? Why is utilization so low? Justification for cost? Should these be moved to the "community" budget and process? Which is this: depreciation or maintenance?
Monitoring services		\$55,000.00	\$44,057.00	80.10%					
Jail to community programs		\$200,000.00	\$8.00	0.00%					
Bus maintenance/depreciation		\$79,032.00	\$79,032.00	100.00%					
Vehicle operating		\$48,000.00			\$7,192.00	14.98%			

Summary Analysis of Use of AB109 Funds by All AB109-Funded Public Agencies - 2015/2016									
Source: General AB109 Funds	FTEs	Total allocated budget for 15/16	\$ unspent on approved uses	% unspent on approved line items	Spent more on a line item than approved	% overspent on approved items	Spent on non-approved uses	% of budget spent on nonapproved items	Notes
Behavioral Court Costs		\$80,500.00	\$39,407.00	48.95%					Why is BH Court being paid through AB109? And why is budget apparently high?
IT Support		\$40,000.00	\$40,000.00	100.00%					Why is utilization so low? Justification for cost?
	30.00	\$6,786,564.00	\$996,710.00	14.7%	\$7,192.00	0.11%	\$272,923.00	4.02%	
WDB									
Staffing	#REF!	\$196,000.00	\$116,407.39	59.39%					Staffing FTEs and related costs not specified
Operating Costs		\$0.00					\$35,997.75		
Travel		\$4,000.00	\$0.00	0.00%					Why is utilization so low? Justification for cost?
"County Expense Claims"							\$57,131.16		What are these unapproved, 4th quarter charges?
"Accruals" for staff position							\$15,387.41		What are these unapproved, 4th quarter charges?
"Accruals" for Operating Costs							\$11,891.05		What are these unapproved, 4th quarter charges?
	0.00	\$200,000.00	\$116,407.39	58.20%	\$0.00	0.00%	\$120,407.37	60.20%	Why is 60% of the budget assigned to nonapproved charges, 58% of approved items unspent, and 71% of the total budget spent in Q4?
Totals on ALL AB109 operating items, except PTS	87.96	\$16,523,314.00	\$2,272,954.10	13.76%	\$125,378.87	0.76%	\$584,238.17	3.54%	
Pretrial Services									
Legal Assistant (Public Defender)	2.00	\$138,002.00			\$6,630.01	4.65%			
Subsequent increase/redistribution from Probation		\$4,550.00							
Probation Officers	4.00	\$677,260.00	\$48,398.69	7.15%					
Clerk	1.00	\$74,457.00	\$26,262.33	35.27%					
Subsequent reduction/redistribution to Pub. Defend		(\$4,550.00)							
Vehicle maintenance		\$7,781.00	\$2,078.95	26.72%					
Vehicle purchase		\$0.00					(\$26,184.98)		
PTS evaluation		\$2,500.00	\$0.00	\$0	\$1,995.31	79.81%			
	7.00	\$900,000.00	\$76,739.97	8.53%	\$8,625.32	0.96%	\$26,184.98	2.91%	
Totals ongoing costs, including PTS	94.96	\$17,423,314.00	\$2,349,694.07	13.49%	\$134,004.19	0.77%	\$610,423.15	3.50%	
Non-recurring items									
Sheriff's Office									
Approved one-time costs		\$2,700,000.00	\$2,361,908.00						
		\$2,700,000.00	\$2,361,908.00	87.48%	\$0.00	0.00%	\$0.00	0.00%	
Totals for Operating and Nonrecurring, including Pretrial Services		\$20,123,314.00	\$4,711,602.07	23.41%	\$134,004.19	0.67%	\$610,423.15	3.03%	
Totals: unspent, overspent, or reallocated to a new line item		Approved	Unspent on approved line item		Overspent		Unapproved reallocation		Total used not as approved (in \$ and as a % of approved amount for each line)
Ongoing operating funds		\$16,523,314.00	\$2,272,954.10	13.76%	\$125,378.87	0.76%	\$584,238.17	3.54%	\$2,982,571.14 18.05%
Pretrial services		\$900,000.00	\$76,739.97	8.53%	\$8,625.32	0.96%	\$26,184.98	2.91%	\$111,550.27 12.39%
Non-recurring		\$2,700,000.00	\$2,361,908.00	87.48%	\$0.00	0.00%	\$0.00	0.00%	\$2,361,908.00 87.48%
		\$20,123,314.00	\$4,711,602.07	23.41%	\$134,004.19	0.67%	\$610,423.15	3.03%	\$5,456,029.41 27.11%

Behavioral Health AB109 Analysis																				
Staff	FTE		FY15/16 as budgeted	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY15/16 as spent	Budget to Actual Variance	Unspent	Overspent	Not approved
	0.50	Patient financial specialist/SSI	\$64,201	\$0	\$9,549	\$0	\$9,576	\$4,733	\$0	\$4,607	\$4,607	\$9,212	\$4,607	\$0	\$9,212	\$56,103	\$8,098	\$8,098		
	2.00	Case Managers (Homeless)	\$76,632	\$0	\$0	\$12,903	\$7,031	\$7,244	\$5,709	\$6,611	\$7,064	\$5,568	\$7,178	\$4,268	\$13,578	\$77,154	(\$522)		(\$522)	
	1.00	Registered Nurse	\$169,605	\$13,017	\$13,017	\$13,017	\$12,225	\$18,181	\$0	\$15,458	\$15,458	\$15,458	\$14,777	\$15,438	\$15,606	\$161,652	\$7,953	\$7,953		
	3.00	MH Clinical Specialist	\$392,025	\$31,301	\$31,530	\$31,901	\$10,491	\$10,491	\$10,489	\$10,489	\$13,693	\$29,310	\$30,439	\$73,984	\$124,656	\$408,774	(\$16,749)		(\$16,749)	
	2.00	Community Health Workers	\$120,930	\$9,496	\$9,251	\$4,685	\$4,685	\$5,828	\$4,680	\$7,698	\$10,374	\$10,375	\$10,375	\$10,374	\$10,372	\$98,193	\$22,737	\$22,737		
	0.40	Psychiatrist	\$116,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,906	\$46,906	\$69,094	\$69,094		
	1.00	Clerk	\$80,591	\$0	\$2,858	\$3,919	\$3,607	\$3,902	\$3,902	\$3,902	\$3,902	\$4,097	\$4,097	\$4,097	\$4,650	\$42,933	\$37,658	\$37,658		
	0.10	Evaluator/planner	\$12,360	\$0	\$2,486	\$0	\$2,486	\$1,361	\$0	\$1,300	\$1,300	\$2,599	\$1,300	\$0	\$2,599	\$15,431	(\$3,071)		(\$3,071)	
	1.00	Substance use counselor	\$90,265	\$8,666	\$8,666	\$8,666	\$8,666	\$8,666	\$81,599	\$0	\$0	\$0	\$25,969	\$0	\$25,969	\$176,867	(\$86,602)		(\$86,602)	
	11.00		\$1,122,609	\$62,480	\$77,357	\$75,091	\$58,767	\$60,406	\$106,379	\$50,065	\$56,398	\$76,619	\$98,742	\$108,161	\$253,548	\$1,084,013	\$38,596	\$145,540	(\$106,944)	\$0
Contracted services									\$0											
		Shelter beds	\$146,500	\$3,320	\$4,880	\$8,960	\$8,880	\$9,480	\$0	\$11,800	\$4,000	\$6,680	\$0	\$26,280	\$10,480	\$94,760	\$51,740	\$51,740		
		Transitional Housing (Uilkema House)	\$129,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,517	\$0	\$0	\$0	\$49,173	\$121,690	\$7,910	\$7,910		
		Residential SUD (Discover, Bi Bett, NHNR, J Cole)	\$375,000	\$0	\$0	\$0	\$73,406	\$29,213	\$40,108	\$1,680	\$19,114	\$8,432	\$44,010	\$31,494	\$128,187	\$378,196	(\$3,196)		(\$3,196)	
		Outpatient SUD (Bi-Bett ind and group, BACR Gateway, Anka Case Managers)	\$202,500	\$0	\$0	\$0	\$2,911	\$919	\$1,259	\$5,390	\$804	\$727	\$785	\$7,706	\$26,396	\$46,897	\$155,603	\$155,603		
		Mental Health Services/Assessment	\$0	\$0	\$2,647	\$0	\$2,264	\$2,197	\$0	\$1,978	\$1,887	\$3,393	\$1,304	\$811	\$4,196	\$20,677	(\$20,677)		(\$20,677)	
		Deputy Sheriff	\$47,000	\$0	\$7,834	\$0	\$7,834	\$3,917	\$0	\$3,917		\$11,751	\$3,917	\$3,917	\$3,917	\$47,004	(\$4)		(\$4)	
Total contracted services			\$900,600	\$3,320	\$15,361	\$8,960	\$95,295	\$45,726	\$41,367	\$24,765	\$98,322	\$30,983	\$50,016	\$70,208	\$222,349	\$709,224	\$191,376	\$215,253	23.90%	\$0
Administration/Operations																				
		Lab & Pharmacy	\$120,000	\$0	\$0	\$1,988	\$171,899	\$19,550	\$0	\$0	(\$144,233)	\$0	\$0	\$40,772	\$33,773	\$123,749	(\$3,749)		(\$3,749)	(\$3,749)
		Vehicle Operating Fee/ISF fees	\$9,018	\$2,170	\$1,798	\$0	\$4,689	\$3,144	\$0	\$1,860	\$4,214	\$0	\$1,790	\$1,961	\$1,253	\$22,879	(\$13,861)		(\$13,861)	
		Transportation assistance	\$3,000													\$0	\$3,000	\$3,000		
		Occupancy costs	\$88,205	\$6,219	\$3,110	\$3,110	\$3,881	\$3,190	\$0	\$8,187	\$8,347	\$3,202	\$3,432	\$4,548	\$568	\$47,794	\$40,411	\$40,411		
Total Admin/Operations			\$220,223	\$8,389	\$4,908	\$5,098	\$180,469	\$25,884	\$0	\$10,047	(\$131,672)	\$3,202	\$5,222	\$47,281	\$35,594	\$194,422	\$25,801	\$43,411	(\$17,610)	(\$3,749)
Total BH AB109 budget			\$2,243,432	\$74,189	\$97,626	\$89,149	\$334,531	\$132,016	\$147,746	\$84,877	\$23,048	\$110,804	\$153,980	\$225,650	\$511,491	\$1,987,659	\$255,773			
Unspent in \$ and %																		\$404,204	(\$148,431)	(\$3,749)

Behavioral Health AB109 Analysis			
Staff	FTE	FY15/16 as budgeted	Notes
	0.50 Patient financial specialist/SSI	\$64,201	Began as Patient Health Specialist in the request; turned into MH SSI Coordinator in reports, then Pat Fin Spex. Also, FTE has varied over the years. Why was June so high?
	2.00 Case Managers (Homeless)	\$76,632	
	1.00 Registered Nurse	\$169,605	
			A note says that a "coding error" resulted in \$104K being booked for one position in one month. What was that error? Does it stem from an error in 2014/2015, and should that amount be deducted from the total BH budget as an item from a previous fiscal year? Also, why was \$53,916 assigned to the cost of the same position in just one month, May? Why is the total cost of that position recorded as \$210,195, which is more than 50% of the total budget for all three positions?
	3.00 MH Clinical Specialist	\$392,025	Why is this consistently budgeted far beyond cost? Why is 100% of total cost allocated to just month 12? Why is a psych nurse practitioner budgeted at an FTE of \$290K?
	2.00 Community Health Workers	\$120,930	
	0.40 Psychiatrist	\$116,000	
	1.00 Clerk	\$80,591	Seems to be budgeted above the amount needed
	0.10 Evaluator/planner	\$12,360	Where are the evaluator deliverables as described in the budget narrative?
	1.00 Substance use counselor	\$90,265	
	11.00	\$1,122,609	
Contracted services			
	Shelter beds	\$146,500	Why is this consistently not fully spent, year after year? A note on the BH budget says that Feb charge represents bed days from Jan-June. How many bed days were there? And how many bed days for the June charge? How many people, for how many days each?
	Transitional Housing (Uilkema House)	\$129,600	A note on the BH budget says that a June charge of \$93K represents bed nights from March-June. How many bed days were there? And how many bed days for all SUD providers? How many people, for how many days each? And why aren't each month's charges recorded as the months go along? How can CCP approve quarterlies that don't reflect actual quarterly costs
	Residential SUD (Discover, Bi Bett, NHNR, J Cole)	\$375,000	Why has this consistently gone underutilized? Why are the charges for Anka case managers so variable? Why is there a charge of \$23698 for Anka case managers in just month 12?
	Outpatient SUD (Bi-Bett ind and group, BACR Gateway, Anka Case Managers)	\$202,500	What is this? Consistently not budgeted, yet costs are allocated year after year. In 14/15: 100% charged in one month: June 2015
	Mental Health Services/Assessment	\$0	
	Deputy Sheriff	\$47,000	
Total contracted services		\$900,600	
Administration/Operations			
	Lab & Pharmacy	\$120,000	What are the causes for the very large charge in October and very large credit in Feb? And why are charges in May and June so large, representing 62% of the entire year's budget? Also, in previous years, Labs and Meds was substantially overspent, usually in Q4. Also: How are Medi-Cal reimbursements returned to the AB109 account?
	Vehicle Operating Fee/ISF fees	\$9,018	
	Transportation assistance	\$3,000	
	Occupancy costs	\$88,205	Why is this consistently overspent, year after year? Not mentioned in approved budgets
Total Admin/Operations		\$220,223	Why is occupancy being charged? And why is it so variable? Doesn't seem to be consistent with itself or with the budget narrative
Total BH AB109 budget		\$2,243,432	
Unspent in \$ and %			

County Administrator's Office AB109 Budget Analysis																
Use	FY15/16 as budgeted	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	\$ spent as approved	% spent as approved
Staffing																
Tran (Business Systems An)	\$ 51,264				\$ 1,180			\$ 1,196			\$ 1,328		\$ 2,473	\$ 6,177	\$ 6,177	12.05%
Ewell	\$ -				\$ 7,018			\$ 7,097			\$ 7,404		\$ 8,549	\$ 30,068	\$ -	
Delaney	\$ 173,736				\$ 34,133			\$ 34,133			\$ 34,795		\$ 33,650	\$ 136,711	\$ 136,711	78.69%
Total staffing	\$ 225,000				\$ 42,331			\$ 42,426			\$ 43,527		\$ 44,672	\$ 172,956	\$ 142,888	63.51%
Evaluation	\$ 225,000	\$ 8,481	\$ 16,900	\$ 16,956	\$ 19,300	\$ 31,388	\$ 28,931	\$ 23,719	\$ 18,019	\$ 17,263	\$ 15,138	\$ 11,525	\$ 17,381	\$ 225,001	\$ 225,001	100.00%
Other																
County Counsel					\$ 3,680			\$ 1,364				\$ 217		\$ 5,261		
Technology Services (Dolt)							\$ 180	\$ (180)	\$ 180	\$ 120	\$ 120	\$ 120		\$ 540		
FedEx			\$ 27		\$ 156			\$ 23				\$ 117	\$ 114	\$ 437		
Meals												\$ 698		\$ 698		
Printing Services					\$ 138			\$ -			\$ 128	\$ 88	\$ 84	\$ 438		
	\$ -													\$ 7,374		
"AB 109 Support for LJI"	\$ -	\$ 51,264												\$ 51,264		
Total	\$ 450,000													\$ 456,595		

County Administrator's Office AB109 Budget					
Use	FY15/16 as budgeted	Unspent on approved uses	Unapproved reallocation	% spent on unapproved	Notes
Staffing					
Tran (Business Systems An)	\$ 51,264	\$ 45,087			Budget proposal indicated \$225K specifically for 1.0 FTE Senior Deputy and .5 FTE Business Systems Analyst, but the invoices itemized costs for three staffers
Ewell	\$ -		(\$30,068.00)		
Delaney	\$ 173,736	\$ 37,025			
Total staffing	\$ 225,000	\$ 82,112	(\$30,068.00)	76.87%	
Evaluation	\$ 225,000				
Other					
County Counsel					
Technology Services (Dolt)					
FedEx					
Meals					
Printing Services					
	\$ -		(\$7,374.00)	NC	Not budgeted in request
"AB 109 Support for LJI"	\$ -		(\$51,264.00)	NC	Not line-itemed detailed in request; all expensed in month 1. Budget narrative identified \$51,264 as a staff cost for Business Systems Analyst
Total	\$ 450,000	\$82,112	(\$88,706.00)		

Detention Health Services AB109 Budget Analysis																
Staff	FTE	As approved	As spent July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Variance
Family Nurse, WCD/MDF	1.00	\$ 180,324														
LVN, WCD	2.80	\$ 283,376														
RN, MCD	2.80	\$ 475,004														
MH Clinic Specialist, WCD/MCDF	1.00	\$ 116,858														
	7.60	\$ 1,055,562														
Registry staff			\$ 22,956	\$ 23,076	\$ 21,964	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 67,996	
County staff			\$ 84,600	\$ 90,532	\$ 84,348	\$ 72,051	\$ 82,634	\$ 88,652	\$ 85,935	\$ 75,063	\$ 87,214	\$ 91,262	\$ 62,469	\$ 82,807	\$ 987,566	
			\$ 107,556	\$ 113,608	\$ 106,312	\$ 72,051	\$ 82,634	\$ 88,652	\$ 85,935	\$ 75,063	\$ 87,214	\$ 91,262	\$ 62,469	\$ 82,807	\$ 1,055,562	\$ -

Detention Health Services AB109 Budget Analysis				
Staff	FTE	As approved	% spent as approved	Notes
Family Nurse, WCD/MDF	1.00	\$ 180,324		
LVN, WCD	2.80	\$ 283,376		Why are there so many LVNs paid for through AB109?
RN, MCD	2.80	\$ 475,004		Why are there so many RNs paid for through AB109?
MH Clinic Specialist, WCD/MCDF	1.00	\$ 116,858		Why does the County need 7.6 DHS professionals when there are no more than 60 AB109ers in custody at any time?
	7.60	\$ 1,055,562		
Registry staff				
County staff				No justification/explanation provided for changing the descriptions
			100.0%	

District Attorney AB109 Budget Analysis																		
			FY15/16 as budgeted	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	\$ unspent on approved line item	% spent as approved
Staff	2.00	ACER Arraignment attorneys	\$512,884	\$37,030	\$37,823	\$39,090	\$41,560	\$61,310	\$43,029	\$48,234	\$43,797	\$43,797	\$0	\$0	\$0	\$395,670	\$117,214	77.1%
	1.00	Reentry Coordinator	\$272,007	\$21,357	\$21,357	\$21,075	\$21,357	\$30,726	\$22,965	\$22,965	\$22,965	\$22,965	\$22,965	\$22,965	\$22,961	\$276,623		
	1.00	ACER clerk ("senior level")	\$79,632	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$79,632	0.0%
	1.00	ACER clerk ("experienced level")	\$89,624	\$6,412	\$6,412	\$6,412	\$6,412	\$6,412	\$6,253	\$3,582	\$0	\$0				\$41,895	\$47,729	46.7%
	2.00	Victim Witness Specialists	\$87,434	\$6,693	\$6,693	\$6,693	\$3,393	\$6,693	\$0	\$0	\$3,014	\$14,976	\$10,974	\$10,992	\$11,057	\$81,178	\$6,256	92.8%
	1.00	Reentry Notification Specialist	\$137,294	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$137,294	0.0%
	1.00	DV Attorney	\$196,868	\$18,530	\$15,159	\$15,159	\$15,918	\$15,910	\$15,868	\$15,868	\$15,858	\$9,659	\$0	\$0	\$0	\$137,929	\$58,939	70.1%
Total staf	9.00		\$1,375,743	\$90,022	\$87,444	\$88,429	\$88,640	\$121,051	\$88,115	\$90,649	\$85,634	\$91,397	\$33,939	\$33,957	\$34,018	\$933,295	\$447,064	67.8%
"Other Benefits Costs"																		
		Paulson Cost	\$0	\$283	\$274	\$280	\$308	\$374	-\$374	\$365	\$320	\$237	\$236	\$233	\$233	\$2,769		
		Benefits Adm Fee	\$0	\$305	\$307	\$351	\$0	\$531	\$715	\$443	\$459	\$297	\$438	\$490		\$4,336		
		Retiree Health Cost	\$0	\$3,965	\$4,021	\$4,029	\$4,264	\$4,955	\$37,212	\$4,816	\$4,174	\$3,951	\$3,000	\$3,114	\$3,210	\$80,711		
		OPEB Pre-pay	\$0	\$0	\$0	\$3,935			\$0			\$3,935			\$3,935	\$11,805		
		Health Care Savings Deduction	\$0												\$280	\$280		
			\$0	\$4,553	\$4,602	\$8,595	\$4,572	\$5,860	\$37,553	\$5,624	\$4,953	\$8,420	\$3,674	\$3,837	\$7,658	\$99,901	\$0	#DIV/0!
Administration/Operations																		
		Office Expense	\$2,156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,156	
		Postage	\$656	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$656	
		Communications	\$1,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,740	
		Minor furniture/equipment	\$364	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$364	
		Minor computer equipment	\$3,481	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,481	
		Clothing and personal	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25	
		Memberships	\$1,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,560	
		Computer software	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20	
		Auto mileage	\$1,995	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,995	
		Other travel (employees)	\$264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$264	
		Court reporter transcript	\$207	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$207	
		Other Special Dept. charges	\$96	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96	
		Other interdepartmental	\$105	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105	
		Occupancy Cost	\$52,938	\$0	\$0	\$9,769	\$0	\$0	\$9,769	\$0	\$0	\$9,769	\$0	\$9,769	\$0	\$39,076	\$13,862	
		Data processing cost	\$17,388	\$0	\$0	\$2,374	\$0	\$0	\$2,374	\$0	\$0	\$2,374	\$0	\$2,374	\$0	\$9,496	\$7,892	
		Services and supplies	\$0	\$453	\$997	\$1,459	\$1,512	\$446	\$407	\$901	\$821	\$805	\$1,587	\$2,446	\$2,784	\$14,618	-	
			\$82,995	\$453	\$997	\$13,602	\$1,512	\$446	\$12,550	\$901	\$821	\$12,948	\$1,587	\$14,589	\$2,784	\$63,190	\$34,423	76.1%
Total costs			\$1,458,738	\$95,028	\$93,043	\$110,626	\$94,724	\$127,357	\$138,218	\$97,174	\$91,408	\$112,765	\$39,200	\$52,383	\$44,460	\$1,096,386	\$481,487	75.2%
PRCS/Parole Revocation (separate funding source)																		
		DDA basic	\$231,508	\$21,192	\$21,192	\$19,659	\$24,875	\$19,403	\$20,544	\$25,774	\$20,544	\$20,995	\$20,106	\$14,361	\$0	\$228,645	\$2,863	98.8%

District Attorney AB109 Budget Analysis							
Staff	FTE		FY15/16 as budgeted	\$ overspent on approved line item	% overspent on approved line item	spent on unapproved line item	Notes
	2.00	ACER Arraignment attorneys	\$512,884				Why is November so high?
	1.00	Reentry Coordinator	\$272,007	(\$4,616)	-1.70%		Why is November so high?
	1.00	ACER clerk ("senior level")	\$79,632				
	1.00	ACER clerk ("experienced level")	\$89,624				ACER clerical started off as one position, morphed into three?
	2.00	Victim Witness Specialists	\$87,434				
	1.00	Reentry Notification Specialist	\$137,294				
	1.00	DV Attorney	\$196,868				The approved budget combined DV and Reentry Coordinator, but the submitted demands separated the two
Total staf	9.00		\$1,375,743	(\$4,616)	-0.34%	\$ -	
"Other Benefits Costs"							
		Paulson Cost	\$0			(\$2,769)	None of these is included in the approved budget. And it's believed that all of them, as benefits, are included within the salary lines themselves. So this may represent double-counting.
		Benefits Adm Fee	\$0			(\$4,336)	
		Retiree Health Cost	\$0			(\$80,711)	
		OPEB Pre-pay	\$0			(\$11,805)	
		Health Care Savings Deduction	\$0			(\$280)	
			\$0	\$0	#DIV/0!	(\$99,901)	
Administration/Operations							
		Office Expense	\$2,156				These operating cost line items are not consistent with the operating costs posed in the approved budget.
		Postage	\$656				
		Communications	\$1,740				
		Minor furniture/equipment	\$364				
		Minor computer equipment	\$3,481				
		Clothing and personal	\$25				
		Memberships	\$1,560				
		Computer software	\$20				
		Auto mileage	\$1,995				
		Other travel (employees)	\$264				
		Court reporter transcript	\$207				
		Other Special Dept. charges	\$96				
		Other interdepartmental	\$105				
		Occupancy Cost	\$52,938				
		Data processing cost	\$17,388				
		Services and supplies	\$0			(\$14,618)	
			\$82,995	\$0	0%	(\$14,618)	
Total costs			\$1,458,738	(\$4,616)	0%	(\$114,519)	
PRCS/Parole Revocation (separate funding source)							
		DDA basic	\$231,508		0%		Separate funding source

Police Departments AB109 Budget Analysis																			
	FTE		FY15/16 as budgeted	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Variance	% spent as approved	Notes
Antioch																			
	1.00	Officer	\$ 130,500.00	\$ 18,814.71	\$ 14,745.82	\$ 14,669.99	\$ 15,257.05	\$ 14,787.49	\$ 19,643.02	\$ 15,239.00	\$ 15,559.76	\$ 1,783.15				\$ 130,499.99	\$ 0.01	100.00%	What are the AB109-related functions of these officers?
Concord																			
	1.00	Officer	\$ 130,500.00			\$ 44,484.48			\$ 49,876.08			\$36,139.44				\$ 130,500.00	\$ -	100.00%	
Pittsburg																			
	1.00	Officer	\$ 130,500.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 10,875.00	\$ 130,500.00	\$ -	100.00%	
Richmond																			
	1.00	Officer	\$ 130,500.00	\$ 17,504.27	\$ 17,437.25	\$ 17,404.29	\$ 17,955.45	\$17,857.46	\$18,233.89			\$ 24,108.20				\$ 130,500.00	\$ -	100.00%	
	4.00		\$ 522,000.00													\$ 521,999.99		100.00%	

Probation AB109 Budget Analysis																											
Staff	FTE	As approved	As spent July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	\$ unspent on approved items	% unspent as approved	Overspent on approved line items	Spent on unapproved uses								
Director Field Services	0.10	\$25,994.00																									
Probation Manager	0.20	\$47,878.00																									
Probation Supervisor I	1.00	\$217,819.00																									
Deputy Probation Officer III	12.00	\$2,060,450.00																									
Deputy Probation Officer OT		\$25,000.00																									
Clerk	1.00	\$74,457.00																									
IT Support	0.06	\$7,823.00																									
"Salary and benefits"			\$182,301.18	\$195,899.36	\$184,478.19	\$208,967.56	\$189,207.37	\$195,192.68	\$181,573.55	\$184,774.88	\$202,236.85	\$178,005.95	\$179,898.86	\$175,060.00	\$2,257,596.43												
	14.36	\$2,459,421.00	\$182,301.18	\$195,899.36	\$184,478.19	\$208,967.56	\$189,207.37	\$195,192.68	\$181,573.55	\$184,774.88	\$202,236.85	\$178,005.95	\$179,898.86	\$175,060.00	\$2,257,596.43	\$201,824.57	8.21%										
Operating Costs																											
Reentry Coordinator contract	1.00	\$125,000.00	\$0.00	\$0.00	\$31,250.01	\$0.00	\$10,416.67	\$10,416.67	\$10,416.67	\$0.00	\$20,833.34	\$10,416.67	\$10,416.67	\$20,833.30	\$125,000.00	\$0.00	0.00%										
Communications		\$8,000.00	\$896.33	\$1,000.60	\$1,009.62	\$854.66	\$1,033.65	\$1,259.01	\$1,096.50	\$1,103.54	\$1,118.19	\$1,122.20	\$1,127.67	\$1,686.24	\$13,308.21			(\$5,308.21)									
Data processing service		\$144.00	\$727.50	\$727.50	\$727.50	\$727.50	\$727.50	\$727.50	\$1,027.50	\$727.50	\$727.50	\$727.50	\$727.50	\$363.75	\$8,666.25			(\$8,522.25)									
Vehicle operating costs		\$50,000.00	\$6,011.83	\$6,957.67	\$0.00	\$6,295.23	\$10,904.53	\$5,255.75	\$0.00	\$12,566.13	\$0.00	\$6,023.65	\$11,868.15	\$5,718.92	\$71,601.86			(\$21,601.86)									
Food for T4C meetings		\$12,953.00	\$0.00	\$0.00	\$0.00	\$0.00	\$753.39	\$847.62	\$0.00	\$8.66	\$545.36	\$185.86	\$521.60	\$878.53	\$3,741.02	\$9,211.98	71.12%										
Warrant pick up		\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	100.00%										
BART/bus passes/incentives		\$1,000.00	\$0.00	\$0.00	\$0.00	\$300.00	\$1,161.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$775.00	\$0.00	\$2,236.00			(\$1,236.00)									
Office Expense		\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00	\$2,460.00	98.40%										
VOEG contract/IPP		\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,333.32	\$1,583.33	\$0.00	\$1,583.33	\$0.00	\$1,583.33	\$0.00	\$0.00	\$11,083.31	\$7,916.69	41.67%										
Minor equipment			\$0.00	\$19.79	\$0.00	\$306.92	\$798.74	\$521.42	\$171.17	\$355.09	\$0.00	\$216.88	\$599.51	\$9,795.88	\$12,785.40		#DIV/0!		(\$12,785.40)								
Minor computer			\$0.00	\$39.05	\$0.00	\$0.00	\$0.00	\$0.00	\$289.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328.99		#DIV/0!		(\$328.99)								
Comm Resource for Justice			\$0.00	\$164.06	\$0.00	\$0.00	\$0.00	\$0.00	\$426.56	\$0.00	\$32.81	\$0.00	\$3,510.94	\$360.94	\$4,495.31		#DIV/0!		(\$4,495.31)								
Training and travel			\$23.50	\$24.15	\$138.51	\$178.38	\$36.23	\$166.18	\$0.00	\$93.15	\$0.00	\$0.00	\$0.00	\$0.00	\$660.10		#DIV/0!		(\$660.10)								
	1	\$223,597.00	\$7,659.16	\$8,932.82	\$33,125.64	\$8,662.69	\$32,165.03	\$20,777.48	\$13,428.34	\$16,437.40	\$23,297.20	\$20,276.09	\$29,547.04	\$39,637.56	\$253,946.45	\$24,588.67	11.00%	(\$36,668.32)	(\$18,269.80)								
Total	15.36	\$2,683,018.00	\$189,960.34	\$204,832.18	\$217,603.83	\$217,630.25	\$221,372.40	\$215,970.16	\$195,001.89	\$201,212.28	\$225,534.05	\$198,282.04	\$209,445.90	\$214,697.56	\$2,511,542.88	\$226,413.24	8.44%	(\$36,668.32)	(\$18,269.80)								
Pretrial Services (\$900K budget shared by Probation/Public Defender)																											
Total as approved																											
Deputy Probation Officers	4	\$677,260.00	\$51,030.56	\$51,030.56	\$48,336.35	\$53,299.33	\$52,163.09	\$52,322.20	\$53,017.43	\$53,017.42	\$53,550.84	\$53,550.84	\$53,999.41	\$53,543.28	\$628,861.31	\$48,398.69	92.85%										
Clerk	1	\$74,457.00	\$6,405.11	\$6,405.11	\$6,405.11	\$6,405.11	\$6,405.11	\$6,407.65	\$6,407.65	\$3,353.82	\$0.00	\$0.00	\$0.00	\$0.00	\$48,194.67	\$26,262.33	35.27%										
	5	\$751,717.00	\$57,435.67	\$57,435.67	\$54,741.46	\$59,704.44	\$58,568.20	\$58,729.85	\$59,425.08	\$56,371.24	\$53,550.84	\$53,550.84	\$53,999.41	\$53,543.28	\$677,055.98	\$74,661.02	9.93%	\$0.00	\$0.00								
Operating costs																											
Pretrial program evaluation contract		\$2,500.00	\$0.00	\$164.06	\$0.00	\$0.00	\$0.00	\$0.00	\$426.56	\$0.00	\$0.00	\$32.81	\$98.44	\$3,773.44	\$4,495.31			(\$1,995.31)									
Vehicle maintenance		\$7,781.00	\$297.83	\$386.57	\$818.77	\$669.72	\$532.64	\$712.87	\$301.76	\$723.64	\$315.05	\$306.80	\$305.30	\$331.10	\$5,702.05	\$2,078.95	26.72%										
	0	\$10,281.00	\$297.83	\$550.63	\$818.77	\$669.72	\$532.64	\$712.87	\$728.32	\$723.64	\$315.05	\$339.61	\$403.74	\$4,104.54	\$10,197.36	\$2,078.95	20.22%	(\$1,995.31)	\$0.00								
Non recurring																											
Vehicle purchase		\$0.00	\$0.00	\$0.00	\$0.00	\$26,184.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,184.98			(\$26,184.98)	\$0.00								
		\$0.00	\$0.00	\$0.00	\$0.00	\$26,184.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,184.98			(\$26,184.98)									
Total PTS		\$761,998.00																									
Subsequent adjustment in allocation		(\$4,550.00)																									
		\$757,448.00	\$57,733.50	\$57,986.30	\$55,560.23	\$86,559.14	\$59,100.84	\$59,442.72	\$60,153.40	\$57,094.88	\$53,865.89	\$53,890.45	\$54,403.15	\$57,647.82		\$76,739.97	10.13%	(\$28,180.29)	-3.72%								
Total allocations (general and PTS)	20.36	\$3,440,466.00	\$247,693.84	\$262,818.48	\$273,164.06	\$304,189.39	\$280,473.24	\$275,412.88	\$255,155.29	\$258,307.16	\$279,399.94	\$252,172.49	\$263,849.05	\$272,345.38	\$3,224,981.20	\$215,484.80	6.26%										

Probation AB109 Budget Analysis			
Staff	FTE	As approved	Notes
Director Field Services	0.10	\$25,994.00	Specific staff line items and related costs were detailed in approved budget but lumped together in demands
Probation Manager	0.20	\$47,878.00	
Probation Supervisor I	1.00	\$217,819.00	
Deputy Probation Officer III	12.00	\$2,060,450.00	
Deputy Probation Officer OT		\$25,000.00	
Clerk	1.00	\$74,457.00	
IT Support	0.06	\$7,823.00	
"Salary and benefits"			
	14.36	\$2,459,421.00	
Operating Costs			
Reentry Coordinator contract	1.00	\$125,000.00	
Communications		\$8,000.00	Why is the utilization so high?
Data processing service		\$144.00	Why is the utilization so high?
Vehicle operating costs		\$50,000.00	Why is the utilization so high?
Food for T4C meetings		\$12,953.00	Why is the utilization so low?
Warrant pick up		\$5,000.00	Why is the utilization so low?
BART/bus passes/incentives		\$1,000.00	Why is the utilization so high?
Office Expense		\$2,500.00	Why is the utilization so low?
VOEG contract/IPP		\$19,000.00	Why is the utilization so low?
Minor equipment			Not included in original budget
Minor computer			Not included in original budget
Comm Resource for Justice			Not included in original budget
Training and travel			Not included in original budget
	1	\$223,597.00	
Total	15.36	\$2,683,018.00	
Pretrial Services (\$900K budget shared by Probation/Public Defender)			
Total as approved			
Deputy Probation Officers	4	\$677,260.00	
Clerk	1	\$74,457.00	Why is the utilization so low?
	5	\$751,717.00	
Operating costs			
Pretrial program evaluation contract		\$2,500.00	Why is the utilization so high in June and overall?
Vehicle maintenance		\$7,781.00	Why is utilization so low? Over-budgeted?
	0	\$10,281.00	
Non recurring			
Vehicle purchase		\$0.00	Vehicle purchase included in original budget
		\$0.00	
Total PTS		\$761,998.00	
Subsequent adjustment in allocation		(\$4,550.00)	
		\$757,448.00	
Total allocations (general and PTS)	20.36	\$3,440,466.00	

Public Defender AB109 Budget Analysis												
Staff	FTE	FY15/16 as budgeted	Q1	Q2	Q3	Q4	Total	Unspent	% unspent as	Overspent	% Overspent	Notes
	2.00 ACER attorney DPD IV	\$ 473,000	\$ 125,572	\$ 123,729	\$ 111,828	\$ 111,828	\$ 472,957	\$ 43				
	0.50 ACER attorney DPD III	\$ 110,000	\$ 31,047	\$ 28,626	\$ 27,019	\$ 27,019	\$ 113,711			(3,710.71)	-3.37%	
	2.00 ACER Legal Assistant	\$ 82,000	\$ 22,374	\$ 22,382	\$ 22,149	\$ 22,149	\$ 89,054			(7,054.43)	-8.60%	
	1.00 Clean Slate Legal Assistant	\$ 92,000	\$ 26,244	\$ 25,306	\$ 25,767	\$ 25,767	\$ 103,084			(11,083.71)	-12.05%	
	1.00 Domestic Violence DPD IV/Reentry	\$ 250,000	\$ 60,668	\$ 62,422	\$ 64,479	\$ 64,479	\$ 252,048			(2,047.62)	-0.82%	
	1.00 Social Worker	\$ 117,000	\$ 33,679	\$ 33,680	\$ 33,680	\$ 33,680	\$ 134,719			(17,718.98)	-15.14%	
	7.50	\$ 1,124,000	\$ 299,584	\$ 296,144	\$ 284,922	\$ 284,922	\$ 1,165,572	\$43	0.0%	(41,615.45)	-3.70%	
Pretrial Services Fund												
	2.00 Legal Assistant	\$ 138,002	\$34,942	\$38,088	\$38,076	\$38,076	\$149,182					
	Subsequent reallocation from Probation	\$ 4,550										
	2.00	\$ 142,552	\$ 34,942	\$ 38,088	\$ 38,076	\$ 38,076	\$ 149,182			\$ (6,630)	-4.8%	
	9.50											
AB109 dedicated Public Defender fund (separate source of dedicated funds)												
	1.00 PRCS Attorney		\$ 24,987	\$ 26,237	\$ 26,241	\$ 26,241	\$ 103,706					
	1.00 Parole Revocation Attorney		\$ 19,085	\$ 16,940	\$ 18,958	\$ 59,691	\$ 114,674					
	2.00	\$231,508	\$ 44,072	\$ 43,177	\$ 45,199	\$ 85,932	\$ 218,380	\$13,128	94.3%			

Sheriff's Office AB109 Budget Analysis																		
Staff		FTE	As approved	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	As spent	Approved but unspent	% spent as approved
	Sergeant	1	\$ 266,599															
	Deputy Sheriff	20	\$ 4,511,842															
	Sheriff Specialist	3	\$ 401,009															
	Clerk - Senior Level	2	\$ 218,911															
	Detention Services Worker	2	\$ 195,339															
	Lead Cook	1	\$ 107,787															
	Administrative Analyst	1	\$ 126,295															
		30																
	Deputy Sheriffs	20		\$ 400,547	\$ 390,926	\$ 426,751	\$ 431,869	\$ 458,914	\$ 425,212	\$ 456,344	\$ 439,270	\$ 436,020	\$ 381,693	\$ 411,781	\$ 406,328	\$ 5,065,655		
	"Professional"	9																
	BHC Deputy	1		\$ 16,144	\$ 15,324	\$ 16,796	\$ 18,638	\$ 18,824	\$ 16,924	\$ 17,828	\$ 20,198	\$ 16,912	\$ 15,822	\$ 16,878	\$ 29,701	\$ 219,989		90.7%
	Overtime															\$272,923		4.7%
		30	\$ 5,827,782	\$ 416,691	\$ 406,250	\$ 443,547	\$ 450,507	\$ 477,738	\$ 442,136	\$ 474,172	\$ 459,468	\$ 452,932	\$ 397,515	\$ 428,659	\$ 436,029	\$ 5,285,644	\$ 542,138	9.3%
Operating costs																		
	Food/clothing/household		\$ 456,250	\$ 18,019	\$ 19,956	\$ 17,625	\$ 17,825	\$ 15,000	\$ 15,500	\$ 17,825	\$ 16,494	\$ 16,081	\$ 15,563	\$ 16,856	\$ 17,438	\$ 204,182	\$ 252,068	44.8%
	Monitoring services		\$ 55,000	\$ 2,880	\$ 786	\$ 660	\$ 762	\$ 606	\$ 972	\$ 1,002	\$ 625	\$ 774	\$ 774	\$ 720	\$ 382	\$ 10,943	\$ 44,057	19.9%
	"IT support, "Tech Services," "Equipment"		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	0.0%
	Vehicle		\$ 48,000	\$ 5,376	\$ 5,523	\$ 5,301	\$ 5,150	\$ 4,639	\$ 4,755	\$ 4,755	\$ 4,830	\$ 3,544	\$ 3,735	\$ 4,100	\$ 3,484	\$ 55,192		115.0%
			\$ 599,250	\$ 26,275	\$ 26,265	\$ 23,586	\$ 23,737	\$ 20,245	\$ 21,227	\$ 23,582	\$ 21,949	\$ 20,399	\$ 20,072	\$ 21,676	\$ 21,304	\$ 270,317	\$ 336,125	45.1%
Behavioral Health Court "overhead"			\$ 80,500															
BHC	Occupancy			\$ 541	\$ 1,069	\$ 1,069	\$ 1,104	\$ 825	\$ 700	\$ 995	\$ 1,226	\$ 1,184	\$ 2,841	\$ 1,451	\$ 1,548	\$ 14,553		
BHC	Rent/Leases			\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 20,400		
BCH	Office/Admin			\$ 95	\$ 208	\$ 102	\$ 638	\$ 2,434	\$ 651	\$ 318	\$ 48	\$ 204	\$ 139	\$ 242	\$ 211	\$ 5,290		
BHC	Training			\$ -	\$ -	\$ -	\$ 95	\$ -	\$ 625	\$ -	\$ -	\$ 130	\$ -	\$ -	\$ -	\$ 850		
	Behavioral Court totals		\$ 80,500	\$ 2,336	\$ 2,977	\$ 2,871	\$ 3,537	\$ 4,959	\$ 3,676	\$ 3,013	\$ 2,974	\$ 3,218	\$ 4,680	\$ 3,393	\$ 3,459	\$ 41,093	\$ 39,407	51.0%
	Jail to community programs		\$ 200,000	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 16,666	\$ 199,992	\$ 8	100.0%
	Bus "maintenance" "depreciation"		\$ 79,032													\$ -	\$ 79,032	0.0%
Total cost of NON-RECURRING line items as approved by the Board			\$ 6,786,564													\$ 5,797,046	\$ 996,710	14.7%
One time capital costs																		
	WCDF Renovation		\$ 1,600,000													\$ 172,118	\$ 1,427,882	10.8%
	WCDF Visiting Center		\$ 400,000													\$ 15,728	\$ 384,272	3.9%
	MDF Furniture		\$ 700,000													\$ 150,246	\$ 549,754	21.5%
			\$ 2,700,000													\$ 338,092	\$ 2,361,908	12.5%
Set-aside for Global Tel Inmate Welfare Fund			\$ 754,000													\$ -	\$ 754,000	0.0%
Total costs billed to AB109			\$ 10,240,564													\$ 6,135,138	\$ 4,112,618	59.9%

Sheriff's Office AB109 Budget Analysis					
Staff		FTE	As approved	Overspent	Other than as approved
	Sergeant	1	\$ 266,599		
	Deputy Sheriff	20	\$ 4,511,842		
	Sheriff Specialist	3	\$ 401,009		
	Clerk - Senior Level	2	\$ 218,911		
	Detention Services Worker	2	\$ 195,339		
	Lead Cook	1	\$ 107,787		
	Administrative Analyst	1	\$ 126,295		
		30			
	Deputy Sheriffs	20			
	"Professional"	9			
	BHC Deputy	1			
	Overtime				
		30	\$ 5,827,782		
Operating costs					
	Food/clothing/household		\$ 456,250		
	Monitoring services		\$ 55,000		
	"IT support, "Tech Services, " "Equipment"		\$ 40,000		
	Vehicle		\$ 48,000	(\$7,192.00)	
			\$ 599,250	(\$7,192.00)	
	Behavioral Health Court "overhead"		\$ 80,500		
BHC	Occupancy				
BHC	Rent/Leases				
BCH	Office/Admin				
BHC	Training				
	Behavioral Court totals		\$ 80,500		
	Jail to community programs		\$ 200,000		
	Bus "maintenance" "depreciation"		\$ 79,032		
Total cost of NON-RECURRING line items as approved by th					
			\$ 6,786,564	(\$7,192.00)	
One time capital costs					
	WCDF Renovation		\$ 1,600,000		
	WCDF Visiting Center		\$ 400,000		
	MDF Furniture		\$ 700,000		
			\$ 2,700,000		
Set-aside for Global Tel Inmate Welfare Fund					
			\$ 754,000		
Total costs billed to AB109					
			\$ 10,240,564		

Workforce Development Board AB109 Budget Analysis																					
Staff	FTE		FY15/16 as budgeted	8/13-9/11/15	9/12-10/12/15	10/13-11/12/15	11/13-12/11/15	12/12/15-1/13/16	1/14-2/11/16	2/12-31/11/16	3/12-4/12/16	4/13-5/11/16	5/12-6/13/16	6/14-7/13/16	7/14-8/11/16	Total	Variance	% spent as approved	Notes		
	?	One Stop Administrator	\$16,000																Staff FTEs and associated costs not provided in either sources or uses		
	?	One Stop Staff	\$50,000																		
	?	Workforce Services Specialist	\$50,000																		
	?	Business Service Representative	\$70,000																		
	?	WDB Executive Director	\$10,000																		
	0.00		\$196,000	7,983.79	9,725.90	7,607.53	4,300.72	3,381.00	4,157.87	3,402.71	152.25	0.00	(1,597.89)	33,838.54	6,640.19	79,592.61	116,407.39	40.61%			
Operating Costs																					
		Non-specified	\$ -	4,219.84	2,673.12	1,928.42	2,214.71	1,531.46	3,360.26	1,318.55	0.00	0.00	(2,605.14)	17,255.53	4,101.00	35,997.75	(35,997.75)	NC			
		Travel	\$ 4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	100.00%			
			\$ 4,000.00	12,203.63	12,399.02	9,535.95	6,515.43	4,912.46	11,518.13	4,721.26	152.25	0.00	(4,203.03)	51,094.07	10,741.19	119,590.36	80,409.64	2989.76%	Why is this number 29x what was approved?		
Total			\$200,000						200,000.00												
		"County Expense Claims"	\$0										41,239.16	15,892.00		57,131.16	(57,131.16)		None of these show up on the original budget		
		"Accruals" for staff position	\$0										15,387.41			15,387.41	(15,387.41)				
		"Accruals" for Operating Costs	\$0										11,891.05			11,891.05	(11,891.05)				
		Total non-approved elements	\$0										68,517.62	15,892.00	0.00	84,409.62	(84,409.62)	42.2%	42.2% of entire budget spent on non-approved line items		
Totals				\$ 12,203.63	\$ 12,399.02	\$ 9,535.95	\$ 6,515.43	\$ 4,912.46	\$ 11,518.13	\$ 4,721.26	\$ 152.25	\$ -	\$ 64,314.59	\$ 66,986.07	\$10,741	\$ 203,999.98		71.0%	71% entire budget spent in 4th quarter		

**Contra Costa County Community Corrections Partnership
2017/18 AB109 Budget Proposal Form**

Requestor: Contra Costa Superior Court

Description of Item	Program/Function	Ops. Plan Item #	2016/17 Allocation		2017/18 Status Quo Request ¹		2017/18 New Funding Request ²		2017/18 Total Funding Request	
			Funding Allocation	FTEs	Funding Request	FTEs	Funding Request	FTEs	Total Funding Request	FTEs
SALARY AND BENEFITS									-	-
<i>Courtroom Clerk II, Step 3</i>	<i>Pretrial Release Calendar Support</i>	<i>Objectives 1.1.; 1.2.</i>	200,405	2.00	200,405	2.00			200,405	2.00
									-	-
<i>Court Clerk III, Step 5</i>	<i>Veteran's Treatment Court Calendar support</i>	<i>Objectives 2.1, 2.3, 4.1, 5.1, 5.2, 5.3, 5.4, 6.2</i>					22,844	0.25	22,844	0.25
<i>Program Coordinator, Step 5</i>	<i>Veteran's Treatment Court Program Supervision</i>						144,764	1.00	144,764	1.00
Subtotal			200,405	2.00	200,405	2.00	167,608	1.25	\$ 368,013	3.25
OPERATING COSTS									-	-
<i>N/A</i>									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
									-	-
Subtotal			-		-		-		\$ -	
CAPITAL COSTS (ONE-TIME)									-	-
<i>N/A</i>									-	-
									-	-
Subtotal			-		-		-		-	
Total			\$ 200,405	2.00	\$ 200,405	2.00	\$ 167,608	1.25	\$ 368,013	3.25

1. FY2017/18 Status Quo Request should reflect continuation of existing programming at the FY2016/17 funding level.

2. FY2017/18 New Funding Request should reflect proposed new programs for FY2017/18.

DEPARTMENT:

PROGRAM NARRATIVE:

2017/18 Status Quo Request

2017/18 Status Quo Request

The Contra Costa Superior Court respectfully requests continuation of an allocation from the County's FY 17-18 AB 109 funding in the amount of \$200,405. The Court continues to calendar a significant number of cases involving “non serious-non-violent-non-sex related” offenders returned to their home jurisdictions on Post Release Community Supervision. This additional workload continues to exceed what could reasonably be handled by a single arraignment clerk. This allocation has allowed the Court allocate a second dedicated clerk to each of the very busy, high volume arraignment calendars. The Court has assigned two experienced Courtroom Clerks for this purpose who have been trained and can perform the duties required to expedite the needed processing of case files and data entry into case management. The additional staff resources enables the Court to efficiently process these cases, reducing backlogs and delays. This portion of the proposal reinforces key objectives articulated in the CCP's Strategic Plan, including:

Objective 1.1. Increase public safety

Objective 1.2. Following arrest, better identify persons who can safely be released and those who should be held in physical custody pretrial so as to reduce the pretrial jail population to maximize capacity for the sentenced AB 109 population.

2017/18 New Funding Request

The Court is seeking new funding for FY 2017/18 in the amount of \$167,608 to establish a Veteran's Treatment Court Program (VTC) beginning 2017 and equal on-going funding for the program thereafter. If approved, this funding will be used for the salaries and benefits costs of employees assigned to the VTC. The amount needed for salaries is \$106,365.21 plus \$61,242.34 for benefit costs for one part-time court employee and one full-time court employee to operate the VTC.

VTC's promote treatment, sobriety, recovery, and stability through a coordinated response involving cooperation and collaboration with the Department of Veterans Affairs (VA), county agencies and community based organizations.

VTC Programs come at a relatively low cost to local taxpayers and will lower recidivism and help to reintegrate veterans into their families and communities. The VTC is in alignment with the Community Corrections Partnership's (CCP) key objectives. The proposal reinforces key objectives articulated in the CCP's Strategic Plan, including:

Objective 2.1. Provide timely, informed and appropriate adjudication of all cases

Objective 2.3. Utilize evidence - based practices in sentencing

Objective 4.1. Establish and maintain an entry point to an integrated reentry system of care

Objective 5.1. Maximize public safety, accountability, and service referrals

Objective 5.2. Assist in providing access to a full continuum of reentry and reintegration services

Objective 5.3. Provide and enhance integrated programs and services for successful reentry of the AB109 Population

Objective 5.4. Increase mentoring, encourage family and community engagement in reentry and reintegration

Objective 6.2. Maximize interagency coordination



**SUPERIOR COURT
STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA
P.O. Box 911
Martinez, CA 94553**

FY 17-18 Veteran's Treatment Court Funding Request

Summary

The Contra Costa Superior Court is respectfully requesting both one-time and ongoing funding from the Contra Costa County's AB 109 allocation. The one-time funding in FY 2017-18 would enable the court to establish a Veteran's Treatment Court (VTC).

Veterans Treatment Court

A Veteran's Treatment Court is a collaborative court focused on veterans who are involved with the justice system and whose court cases are affected by issues such as sexual trauma, traumatic brain injury, post-traumatic stress disorder, substance abuse, or mental health problems stemming from service in the United States military. The goal of the court is to help participants avoid recidivism by addressing the root causes of their behaviors and by reintegrating them into their communities with support.

Typical veteran's court services include one-on-one judicial supervision, group evaluation by the collaborative team, probation supervision, employment and housing assistance, treatment and medication monitoring, counseling and mentoring.

Benefits of Veterans Treatment Court

Veterans Treatment Courts promote treatment, sobriety, recovery, and stability through a coordinated response involving cooperation and collaboration with the District Attorney's Office, Criminal Defense, the Probation Department, and the county Veterans Service Office, the Department of Veterans Affairs (VA), health-care networks, employment

and housing agencies, community based organizations, volunteer mentors who are usually also veterans, and family support organizations.

A Veterans Treatment Court can help veterans reclaim their lives, and repair the collateral damage to their families caused by their service connected injury. Veterans Treatment Courts have been shown to reduce criminal recidivism; facilitate participant sobriety; increase compliance with treatment and other court-ordered conditions; improve access to VA benefits and services; improve family relationships and social support connections; improve life stability; and regain lost pride. These courts assist those who have served our nation by helping them remove criminal convictions from their record¹

Establishment of the Veterans Treatment Court (VTC)

According to the U.S. Department of Justice “In 2011–12, an estimated 181,500 veterans (8% of all inmates in state and federal prison and local jail excluding military-operated facilities) were serving time in correctional facilities”.²

Veteran’s Treatment Courts can provide savings to counties. One way counties save is by avoiding the costs of incarcerating offenders. Following AB 109 Realignment, offenders now may serve jail and prison time in the county jail. Within Orange County, the cost of both jail and prison bed days in 2015 was \$136.58 per day. That year the Veterans Treatment Court program in Orange County “saved 3,333 jail and prison bed days prior to the application of custody credits, which resulted in an estimated cost savings of \$453,021. Since its inception the program has saved a total of 19,369 jail and prison bed days, for a cost savings of \$2,485,235”.³

Contra Costa County Probation Department has supervised approximately “2,500 AB109 offenders. Only 500 AB109 offenders were screened for veterans’ status. The remaining 2,000 AB109 offenders’ veterans’ status is unknown”.⁴ We are in the process of

¹ *Superior Court of California, County of Orange, 2008-2013 Strategic Plan*. Santa Ana, CA, Superior Court of California, County of Orange, 2008, http://www.occourts.org/directory/collaborative-courts/reports/2014_annual_report.pdf.

² Bronson, Jennifer et al. “Veterans in Prison and Jail, 2011–12.” *U.S. Department of Justice Office of Justice Programs*, Dec. 2015, pp. 1–1. <https://www.bjs.gov/content/pub/pdf/vpj1112.pdf>.

³ *Superior Court of California, County of Orange, 2008-2013 Strategic Plan*. Santa Ana, CA, Superior Court of California, County of Orange, 2008, http://www.occourts.org/directory/collaborative-courts/reports/2014_annual_report.pdf.

⁴ Contra Costa County Probation Department, 2016

contacting justice partners to develop a more comprehensive data collection process for identifying local veterans.

Currently, there are 8 active AB109 offenders in Contra Costa County who have been identified as veterans.⁵ AB109 offenders are provided ancillary services such as housing, employment, and education, mentoring and legal services. The VA can provide these ancillary services and also a host of other services including healthcare to qualified veterans as a part of their VTC referral and program evaluation.

The costs to provide healthcare, housing and other services for eligible veterans can be paid through the VA and save substantial county funds. In 2015 the VA paid \$166,541.00 in medical care expenses for veterans in Contra Costa County.⁶ This amount includes the costs for substance abuse treatment.

“The Justice Department’s most recent survey of prison inmates found that an estimated 60% of the 140,000 veterans in Federal and State prisons were struggling with a substance use disorder, while approximately 25% reported being under the influence of drugs at the time of their offense. Many of these issues can be connected to the trauma of combat and other service-related experiences and, for this reason, require appropriate measures to address them”.⁷

Seven AB109 offenders served by Contra Costa Alcohol and Other Drug Services were veterans.⁸ The estimated cost for residential substance abuse treatment in Contra Costa County is \$62.00 per day for a period of 90 days, which is \$5,580.00. The costs to provide services to eligible veterans can be shifted from the county to the VA.

⁵ Contra Costa County Probation Department, 2016

⁶ U.S. Department of Veterans Affairs, National Center for Veterans Analysis and Statistics
<http://www.va.gov/vetdata/expenditures.asp>

⁷ Mandated Treatment and Drug Courts." Human Rights and Drug Control: The False Dichotomy (n.d.): n. pag. The White House. Office of National Drug Control Policy, 13 Dec. 2010. Web. 31 Aug. 2016

⁸ Contra Costa County Alcohol and Other Drug Services, 2016.

According to Veterans Affairs (VA) there are 53,369 veterans within Contra Costa County, of which 11,351 veterans are enrolled in VA services. It is estimated that there are approximately 100-150 veterans within the court's jurisdiction.⁹

Between July 2015 and June 2016 the Contra Costa County Veteran's Service Office has provided services to 7,600 veterans by connecting veterans to VA benefits. The Veterans Service Office will connect Veteran's Treatment Court participants with mentors to support them through the court process.

After meeting with representatives of the Contra Costa Veteran's Services Office, the Contra Costa Superior Court purposes establishing a similar court in this jurisdiction.

Court Process

Once a veteran is identified within the criminal justice system a referral to the Veterans Treatment Court (VTC) can be made. The overall purpose of this court is to enhance public safety by providing a judicially supervised regimen of treatment intervention to justice-involved veterans with military service related needs. The court session will be held the 2nd Friday of each month from 1:30 p.m. to 5:00 p.m. The VTC will operate in a manner that is consistent with evidence-based practices and California Penal Code Section 1170.9.

Offenders will be considered for the VTC pursuant to California Penal Code Section 1170.9. In addition to PC 1170.9 the court has established initial eligibility criteria for the VTC (*subject to modification*):

To be considered for the VTC the offender must be a Contra Costa County resident. The offender must be active duty, retired, honorably discharged or generally discharged from the military. The court may consider a dishonorable discharge.

The VTC will not permit participation by someone convicted of causing the death of another; crime involving great bodily injury; violent felony pursuant to PC 667.5(c); arson pursuant to PC 457.1; 3rd DUI; sexual offense; elder abuse; or child abuse. Additionally, the court will not permit the admission of a documented gang member. The court will

⁹ MacVicar, Duncan. *Veteran's Treatment Court Offenses*. Los Altos, CA, 2016.

presumptively exclude offenders convicted of a Serious Felony pursuant to PC 1192.7. The ultimate decision for inclusion or exclusion will rest with the VTC Judge.

The VTC will use an evidence-based, non-adversarial approach consistent with the National Association for Drug Court Professionals (NADCP)¹⁰. Policies and procedures will be developed consistent with the law, best practice standards and interagency agreements. A collaborative team will be assembled consisting of a Superior Court Judge, Deputy District Attorney, Criminal Defense, Probation Officer, a Mental Health Department Representative, a Behavioral Health Department Representative, a Veterans Justice Outreach Specialist, and a Veterans Services Officer.

The roles and responsibilities of each team members are as follows:

Role	Responsibility
Judge	Reviews cases; decision maker; imposes sanctions; approves incentives
Deputy District Attorney	Prosecutes; promotes public safety; negotiates plea agreements. Refers appropriate defendants to the VTC.
Criminal Defense	Legal Counsel for defendant; negotiate plea agreements; promotes clients legal rights, health and well-being. Refers appropriate cases/defendants to the VTC.
Probation Officer	Community Supervision: provides enforcement of court orders; provides court reports; drug and alcohol testing; conducts searches and arrest; conduct visits. Case Management: prepares rehabilitative plan; provides counseling; assists in developing and coordinating treatment programs and other services. Refers appropriate defendants to the VTC.
Veteran's Service Officer	Provides veterans benefits information; assists with filing benefits applications; provides referrals for services; and provides mentor to coach, guide, advocate, and support veterans.
County Mental Health Representative	Provides Mental Health Assessment and care.
County Behavioral Health Representative	Provides Substance Abuse Assessment and care. Coordinates Alcohol and Other Drug Services.
Veteran's Justice Outreach Specialist	Ensures access to VA and other community services. Case management: provides referral for veteran's services.

¹⁰ "Adult Drug Court Best Practice Standards." *NADCP Home*, National Association of Drug Court Professionals, 2013, <http://www.nadcp.org/standards>.

Personnel

The court is seeking \$167,608.00 in fiscal year 2017-2018 for court personnel costs beginning July 1, 2017 and this amount annually thereafter:

Court Personnel

- 0.25 FTE Clerk III
- 1 FTE Program Coordinator

Position	Responsibilities
Clerk III	Provides public assistance at the counter and on the phone. Prepares and maintains case files and a variety of legal documents. Enters data into court case files. Accepts and the payment of fines and/or fees collected at the counter and makes the appropriate entries on the automated case record. Responds to correspondence from the public. Pulls cases for court; and files documents.
Program Coordinator	Provides program supervision. Oversees budget. Develops and implements policies and procedures. Builds partnerships and leverages resources; and community support. Oversees contracts and program evaluation.

County Personnel

We understand the District Attorney, Public Defender and Probation Department may need additional funding to assign staff to the VTC. The Public Defender's Office has indicated that it is unable to assign a part-time Deputy Public Defender to the VTC without additional funding.

The court is seeking \$106,365.00 plus \$61,243.00 for benefit costs, totaling \$167,608.00 annually to cover salaries and benefits for one part-time court employee and one full-time court employee to operate the Veterans' Treatment Court. A detailed narrative and budget are attached.

Recidivism Reduction

A recent survey of California Veteran's Treatment Courts was conducted by Duncan MacVicar, Consultant for the California Veterans Legal Task Force. The survey results

included the following top three offenses within 8 surveyed Veteran Treatment Courts: 1) DUI/Public Drunkenness; 2) Drug use/Drug Possession; 3) Domestic Violence¹¹

“Treatment and case management in lieu of incarceration can dramatically reduce recidivism while simultaneously lowering the costs of rehabilitation for society”¹². Veterans Treatment Courts not only benefit justice system-involved veterans, but taxpayers as well. In addition to significantly lower recidivism rates for participants who complete them, they also save taxpayers hundreds of thousands of dollars that would have otherwise been spent on incarceration and treatment.

In addition, these programs contribute to the community by reducing the effects of criminal behaviors on community well-being. Veterans Treatment Courts also connect eligible participants to VA treatment services and resources — potentially off-setting substantial costs that would have been otherwise incurred by a local jurisdiction if participants were to be incarcerated and receive services through the traditional court system.

In 2013, the state of California’s recidivism rate was close to 70%.¹³ Courts have focused on ways to reduce recidivism and one proven way is through VTC’s. In 2015 the Recidivism Rate of Orange County Superior Court’s Veterans Treatment Courts was 10.5%¹⁴. Also, in 2016 the Santa Clara County Superior Court Veterans Treatment Court had a 15% recidivism rate and Judge Stephen V. Manley stated, “I know with PTSD, if we’re not treating it, they will continue in our system”¹⁵.

Veterans Treatment Court Programs come at a relatively low cost to local taxpayers and, again, will lower recidivism and help to reintegrate veterans into their families and communities. VTC’s can have a positive impact by reducing recidivism and conserving resources. It would, therefore, be beneficial for Contra Costa County to implement a veterans’

¹¹ MacVicar, Duncan. *Veteran's Treatment Court Offenses*. Los Altos, CA, 2016, *Veteran's Treatment Court Offenses*.

¹² Jones, Allison E. "Veterans Treatment Courts: Do Status-Based Problem-Solving Courts Create an Improper Privileged Class of Criminal Defendants?" Washington University Journal of Law & Policy. N.p., 2014. Web. 9 Sept. 2016.

¹³ State of California Department of Corrections and Rehabilitation. "2013 Outcome Evaluation Report". http://www.cdcr.ca.gov/adult_research_branch/research_documents/outcome_evaluation_report_2013.pdf

¹⁴ *Superior Court of California, County of Orange, 2008-2013 Strategic Plan*. Santa Ana, CA, Superior Court of California, County of Orange, 2008, http://www.occourts.org/directory/collaborative-courts/reports/2014_annual_report.pdf.

¹⁵ Moga, Diana. "9 Questions with A Veteran Treatment Court Judge." Task Purpose. N.p., 11 July 2016. Web. 1 Sept. 2016.

treatment court program. The Veteran's Treatment Court is in alignment with the Community Corrections Partnership's (CCP) key objectives.

Key Objectives

This proposal reinforces key objectives articulated in the CCP's Strategic Plan, including:

Objective 2.1. Provide timely, informed and appropriate adjudication of all cases

Objective 2.3. Utilize evidence-based practices in sentencing

Objective 4.1. Establish and maintain an entry point to an integrated reentry system of care

Objective 5.1. Maximize public safety, accountability, and service referrals

Objective 5.2. Assist in providing access to a full continuum of reentry and reintegration services

Objective 5.3. Provide and enhance integrated programs and services for successful reentry of the AB 109 Population

Objective 5.4. Increase mentoring, encourage family and community engagement in reentry and reintegration

Objective 6.2. Maximize interagency coordination

The Veteran's Treatment Court is dependent upon the coordination of services and collaborative efforts of the Court, District Attorney, Defense Counsel, Probation Department, Mental Health Department, Behavioral Health Department, Veterans Service Officer, the Department of Veteran's Affairs, and other service providers. With your support we look forward to implementing a Veteran's Treatment Court to meet the needs of the community.