



County of Santa Clara
Inmate Welfare Fund Committee
180 West Hedding Street, San Jose, CA 95110-1772
Tel: (408) 808-3660 Fax: (408) 808-3656

Members of the Committee

- John Hirokawa, Chief of Correction And Chairperson
- Pete Rode, Assistant Sheriff and Vice Chairperson
- Maryann Barry, Director, Custody Health Services
- Captain Toby Wong, Elmwood Complex Commander
- Mary Greenwood, Public Defender
- Captain Kevin Heilman, Main Jail Complex Commander
- Captain David Sepulveda, Administrative Services Commander
- Captain Troy Beliveau, Support Services Commander
- Jeff Schwartz, Public Representative Experienced in Inmate Programs

AGENDA

Monday, October 17, 2011 10:00 am

70 West Hedding Street, East Wing, Lower Level Conference Room, San Jose, CA 95110

Welcome to the meeting of the Inmate Welfare Fund (IWF) Committee. To help you understand, follow, and participate in the meeting, the following information is provided:

Persons wishing to address the IWF Committee on a regularly scheduled item on the agenda are requested to complete a request to speak form and hand it to the Chairperson for the purpose of the record (Government Code Section 54953.3). Individual speakers are requested to limit their comments to three minutes. Groups of speakers on a specific item are asked to limit their total presentation to a maximum of twenty minutes for each side of the issue. NOTE: The Chairperson may limit the number or duration of speakers on a matter.

All reports and supporting materials are available for review on the Internet at www.sccgov.org/portal/site/doc/ and in the Administrative Office at 180 W. Hedding Street, San Jose, 72 hours prior to the IWF Committee meeting.

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Clerk of the Board's Office 24 hours prior to the meeting at (408) 299-5001, TDD (408) 993-8272.

OPENING

Roll Call.

PUBLIC ISSUES

1. Public Comment

This item is reserved for persons desiring to address the IWF Committee on any matter not on this agenda. Members of the public who wish to address the IWF Committee on any item not listed on this agenda should complete a request to speak form and speakers are limited to two minutes. The law does not permit committee action or extended discussion of any items not on the agenda except under special circumstances. If committee action is requested, the matter can be placed on the next agenda. All statements that require a response will be referred to staff for a reply in writing.

2. Approve Items on Consent Calendar

Notice to the public: There is no separate discussion of consent calendar items, and the recommended actions are voted on in one motion. Members of the public who wish to address the committee on any consent items should complete a request to speak form and hand it to the chair, who will call the individual when the consent calendar is discussed. Items with an asterisk (*) in front of the number are on the consent calendar and may be voted on in one motion at the beginning of the meeting. If you wish to discuss any of these items, please complete a request to speak form and hand it to the chairperson.

ADMINISTRATION

- * 3. Approve IWF Committee Meeting Minutes of April 18, 2011
Submittal: IWF Committee April 18, 2011 Meeting Minutes

REPORTS

- * 4. Accept Inmate Welfare Fund Financial Report for Fiscal Year Ended June 30, 2011
Submittal: Transmittal and IWF Financial Report for Fiscal Year Ended June 30, 2011

- 5. Accept Budget Plan to Balance the FY 2012 Inmate Welfare Fund
Submittal: Transmittal and IWF Financial to Balance the FY 2012 Inmate Welfare Fund

- * 6. Accept Audited IWF Financial Statement and Independent Auditor's Report for Fiscal Year 2011 and direct staff to forward it to the Board of Supervisors through the Public Safety and Justice Committee as an Informational Item
Submittal: Transmittal and Audited IWF Financial Statement and Independent Auditor's Report for FY 2011

- * 7. Accept Inmate Personal Fund Activity Report for Fiscal Year 2011
Submittal: Transmittal and Inmate Personal Fund Activity Report for Fiscal Year 2011

- *8. Accept Fiscal Year 2011 Year-End Programs Performance Reports
Submittal: Transmittal and Fiscal Year 2011 Year-End Programs Performance Reports for Period July 1, 2010 through June 30, 2011.

- 9. Accept Status Report Relating to the Proposed Nutritional Standard
Submittal: Transmittal Relating to the Proposed Nutritional Standard

- 10. Approve Recommendations Regarding Keefe Commissary's Request for Price Increase on Commissary Items
Submittal: Transmittal, Summary of Keefe's Price Increase Request

- 11. Accept IWFC Meeting Schedule for Calendar Year 2012
Submittal: Transmittal relating to the IWFC Meeting Schedule for Calendar Year 2012

CLOSING

Adjourn meeting.



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MEETING MINUTES

Monday, April 18, 2011

The Department of Correction (DOC) Inmate Welfare Fund Committee (IWFC) meeting was called to order by John Hirokawa, Acting Chief of Correction at 10:15 AM.

Chief Hirokawa announced that all members were present or had a designated alternate. Mary Greenwood, Public Defender, appointed Nona Klippen, Assistant Public Defender, as her designated alternate. Captain Toby Wong, Support Services Commander, appointed Lt. Doug Taylor, Support Services Assistant Division Commander as his designated alternate.

1. Public Comment.

Received the following public comments:

Vince Mejia and Lynn Manion, Rehabilitation Officers (RO) from the Programs Unit, expressed their concerns regarding the proposed budget reduction plan to balance the FY 2012 Inmate Welfare Fund (IWF) Financial Plan. The RO's are supportive of the use of the unallocated fund balance to balance the budget and the bridge-funding of positions for three months. They also stated that the population might increase with the release of some State inmates to local jails, which might result in an increase in the IWF revenues.

2. Approve Items on Consent Calendar

Chief Hirokawa announced that the Consent Calendar had three items on consent: item three, the IWFC meeting minutes for November 16, 2010 and March 14, 2011; item four, the Fiscal Year (FY) 2011 IWF Financial Status Report as of March 31, 2011; item five, relating to the acceptance of the FY 2011 Mid-Year Programs Performance Reports. Chief Hirokawa asked if anyone had any additions, deletions or comments on the Consent Calendar. Captain Troy Beliveau, Elmwood Complex Division Commander, moved to approve the Consent Calendar. Captain Dave Sepulveda, Administrative Services Commander, seconded the motion. Motion passed by unanimous vote.

***3. The IWFC Meeting Minutes for November 16, 2010 were approved on consent.**

Chief Hirokawa directed staff to amend the March 14, 2011 Summary of Meeting Minutes, page 1, Item #2, to include comments from the IWF Committee member Mr. Jeff Schwartz that the IWF funds would be better spent on re-entry programs and services than in-custody programs. Assistant Sheriff Pete Rode, Vice-Chair, moved to approve the IWFC Special Meeting Minutes for March 14, 2011. Captain Kevin Heilman, Main Jail Complex

Commander, seconded the motion. The IWFC Meeting Minutes for March 14, 2011 were approved on consent.

***4. The FY 2011 Inmate Welfare Fund Financial Status Report as of March 31, 2011 was approved on consent.**

***5. The Fiscal Year 2011 Mid-Year Programs Performance Reports was approved on consent.**

6. Accept Status Report Relating to Over-the-Counter Medication

Martha Wapenski, Director of Administrative Services, presented this report which summarizes the status of the over-the-counter medication and changes to the commissary menu. Ms. Wapenski concluded her presentation and asked if anyone had any question.

Maryann Barry, Director of Custody Health Services, expressed her concern regarding the nutritional values of the current commissary menu. She stated that they are attempting to control diabetes and it would be helpful if Custody would restrict these items from diabetic inmates.

Captain Heilman commented that you cannot restrict inmates from buying these items from the commissary menu, but we could limit them. Lt. Doug Taylor also added that Custody is concerned about the security risk and not the nutritional value of the menu. Cheryl Stevens, Deputy County Counsel, stated that we cannot prevent inmates from buying the sugary items from the menu, but we could put a limit on these items. Remy Legaspi, confirmed that restrictions are already in place relating to the commissary menu.

Captain Sepulveda commented that Food Services Division is part of the committee that is currently reviewing the nutritional standards and guidelines for foods that are purchased, served, or offered at County facilities, including standards for custodial populations.

Chief Hirokawa asked if anyone had any further comments on this item. Given there were no comments, Captain Sepulveda moved to accept the Report on Over-the-Counter Medication. Captain Heilman seconded the motion. Motion passed by unanimous vote.

7. Approve Budget Reduction Plan to Balance the FY 2012 Inmate Welfare Fund Financial Plan

Martha Wapenski presented this report which outlines several items discussed at the IWFC meeting on March 14, 2011: comparing job responsibilities and knowledge/experience requirements for the Rehabilitation Counselor, and Rehabilitation Officer I and II positions, breakdown of the inmate incentive meals by location, and balance of the Operating Reserve and the Unallocated Fund Balance. Additionally, Ms. Wapenski provided a summary of various budget reduction options for the IWFC to consider, and staff is requesting the Committee to vote and choose one or a combination of budget reduction options to balance the budget. Ms. Wapenski added that the vote is essential today especially if it requires the deletion or reclassification of certain positions due to the Board of Supervisor's budget timeline as well as Employees Services Agency's requirements for budget reductions in certain positions.

Ms. Wapenski also added that Chief Hirokawa requested staff to provide costs associated with the recidivism study. Ms. Wapenski commented that the three year contract amount for the recidivism study is \$220,000. There are three funding sources for the study; in FY 2010 the grant was used to pay for the study. In FY 2011, the remaining balance of the grant funds and combination of the IWF funds and General Fund were used to pay for the study. In FY 2012, the projected cost will be 70% from the IWF and 30% from the General Fund.

Chief Hirokawa received three Request to Speak forms related to the budget reduction options. Lynn Manion, RO I, was the first to speak and she stated that their goal as an RO is to provide inmates with necessary tools that will help them successfully transition back into the community. Vince Mejia, RO II, also commented that the educational background and skills of the RO's are more tailored to the inmate population. Ms. Neelam Wadhvani, Program Manager, commented that the Rehab Counselors are trained to work with drug addicts, while the RO's are trained to work with inmates who are drug addicts and have criminal tendencies and criminal backgrounds. Chief Hirokawa thanked them for their comments and asked if anyone had any further public comments. Assistant Sheriff Rode closed the Public Comment and Captain Heilman seconded the motion.

Assistant Sheriff Rode asked if there would be problem using the one-time funds for 90 days until we see the impact of the State inmates to the local jails. He stated that with the increase in population, we might see an increase in telephone and commissary revenues and bridge-funding would be a better option for now. Assistant Sheriff Rode mentioned that if the revenue did not increase, then the decision would be to eliminate positions. Ms. Wapenski stated the IWFC could choose bridge-funding and the deficit for three months would be \$77,000 and \$154,000 for six months. Ms. Wapenski stated that we need at least a few months worth of data to be able to do the projection. Nona Klippen, Assistant Public Defender, stated that we know the State inmates are coming, but what we are trying to determine is when they are coming to local jails. Chief Hirokawa stated they are coming but we don't know exactly how and it could be a gradual increase. Chief also cautioned that the increase in inmate population could have a negative impact to the General Fund with regards to the cost of housing the state inmates.

Chief Hirokawa directed staff to use bridge-funding for three months and the IWFC will reconvene in October. If the revenues did not increase, then the department will need to eliminate positions and report back to the Board of Supervisors.

Assistant Sheriff Rode moved to adjourn the meeting at 11:35 a.m. Captain Sepulveda seconded the motion. Motion passed by unanimous vote.

Minutes approved by Assistant Sheriff Peter Rode
Vice Chairperson IWF Committee

Minutes prepared by Lana Kawar and Remy Legaspi

County of Santa Clara

Department of Correction

180 West Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX 288-8271



John Hirokawa
Chief of Correction

Prepared by: Kevin Zing, Accountant I
Reviewed by: Josephine Lin, Accountant III

DATE: October 17, 2011
TO: Inmate Welfare Fund Committee
FROM: Julie Chou, Financial Services Manager
SUBJECT: Inmate Welfare Fund Financial Report for the Fiscal Year Ended June 30, 2011

RECOMMENDED ACTION

Accept the Inmate Welfare Fund (IWF) financial report for Fiscal Year (FY) ended June 30, 2011.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the recommended action.

REASON FOR RECOMMENDED ACTION

This informational report provides the financial result of operation of the IWF for the fiscal year ended June 30, 2011. Attachment I presents this financial information in columns as described below.

- **FY 2011 Approved Plan** – reflects the IWF Financial Plan as approved by the IWFC on May 5, 2010.
- **Approved Modified Plan** – based on the IWF Financial Plan plus any modifications that have been approved by the IWFC through June 30, 2011.
- **YTD Actual 6/30/11** – includes the amount of actual and accrued revenues and expenditures through June 30, 2011.
- **(Un)Favorable Variance b/t Modified Plan vs. Actual** – equals the Approved Modified Plan minus the YTD Actual/Accrual 6/30/11 column.

SUMMARY OF THE FINANCIAL RESULT FOR IWF's FY 2011 OPERATION

The IWF operation for the year resulted in a \$1,472,964 deficit; \$94,721 higher than anticipated. The Approved Modified Plan assumed a \$1,378,243 deficit for the year, of which \$419,727 was attributed to funding programs recommended by Crout & Sida Criminal Justice Consultants in their Needs Assessment report, while the remainder was primarily due to declining revenue from all sources as the inmate population

dropped to its lowest level in more than ten years. An analysis of the Actual versus the Approved Modified Plan is as follows.

Revenues – Total revenue for FY11 was \$474,090 lower than the Approved Modified Plan. The unfavorable variance was attributed to the following:

- \$200,000 annual telephone bonus from Evercom ended due to the expiration of the inmate telephone service contract. The Approved Modified Plan assumed that the annual bonus would continue with the new contract. However, in lieu of an annual bonus, the new telephone service provider, GTL, offered a higher commission rate of 61% versus Evercom's 47.2%.
- Telephone commission was lower than expected by \$172,559, despite GTL's higher commission rate starting in mid December 2010. The shortfall was due to declining inmate population and fewer revenue generating phone calls made by inmates. Without the higher commission rate, an additional deficit of \$189,888 would have occurred.
- Revenue from Commissary Commission and Recoverable Sales were less than planned by \$70,751 and \$9,097, respectively, also due to declining inmate population.
- Interest income was lower by \$21,683 due to lower than anticipated investment return rates from the county comingled pool and decreasing cash balances.

Expenditures – Total expenditure for the year resulted in a net savings of \$379,369, which consisted of \$328,504 from the Operating and Inmates Expenses, and \$50,865 from the Inmate Programs and Service Contracts. Savings from inmate programs and service contracts were the result of the declining inmate population and less demand for services. Savings from the Operating and Inmate Expenses include the following:

- A deferral of \$200,000 one-time funding for the inmate television system upgrade to future years. In light of revenue shortfall, staff re-assessed the urgency of this project and determined that it can be deferred to the future as many of the issues raised from inmates on TV system have been solved by work performed during the TV Signal Assessment Project in FY10 and the TV system has since been performing adequately.
- \$49,921 from the Time Study project due to a lower than anticipated contract price and the change in the implementation date, which will result in shifting \$38,431 of FY11 funding to FY12.
- \$40,361 for the Recidivism Study project as the project is partially funded by the American Recovery and Reinvestment Act of 2009 grant and the County General Fund.
- \$19,698 for incentive meal expense as a result of lower number of inmate worker participation.
- \$18,524 collective savings from other categories.

Overall - The net expenses over revenues for the year resulted in a decrease to fund balance by \$1,472,964, bringing the new fund balance to \$1,748,537, which includes reserves of \$486,573 for the IWF operation and \$448,549 for the class action settlement.

CONSEQUENCES OF NEGATIVE ACTION

Without acceptance of this report, the IWF Committee will not receive information pertaining to the financial result of operation of the IWF for the fiscal year ended June 30, 2011.

ATTACHMENTS

- FY 2011 IWF Financial Result of Operation for the Fiscal Year Ended 06/30/2011

**FY 2011
IWFC Financial Status Report
As of June 30, 2011**

Account Title	FY 2011 Approved Plan	FY 2011 Approved Modified Plan	YTD Actual 06/30/11			(Un)Favorable Variance b/t Modified Plan vs. Actual	
			Operation	One- Time	CSCJC		Total
Revenue Sources:							
Telephone Commission	1,835,000	1,835,000	1,662,441	-	-	1,662,441	(172,559)
Telephone-annual bonus	200,000	200,000	-	-	-	-	(200,000)
Commissary Commission	1,450,000	1,450,000	1,379,249	-	-	1,379,249	(70,751)
Interest Income	41,700	41,700	20,017	-	-	20,017	(21,683)
Revenue - Other (Recoverable Sales and Other)	39,000	39,000	29,903	-	-	29,903	(9,097)
Total Revenue	3,565,700	3,565,700	3,091,610	-	-	3,091,610	(474,090)
Salaries & Benefits							
Assignment Officers	120,207	120,207	120,207	-	-	120,207	-
Commissary Staff	624,799	624,799	624,799	-	-	624,799	-
Fiscal IWFC Staff	341,937	341,937	341,937	-	-	341,937	-
IWFC/Admin	166,554	166,554	166,554	-	-	166,554	-
ISD Support	131,433	131,433	131,433	-	-	131,433	-
Inmate Services	106,521	106,521	106,521	-	-	106,521	-
Programs Staff	1,730,082	1,730,082	1,576,016	-	154,066	1,730,082	-
Classification	153,855	153,855	153,855	-	-	153,855	-
Operation/Warehouse	176,220	176,220	176,220	-	-	176,220	-
Subtotal Salaries & Benefits	3,551,608	3,551,608	3,397,542	-	154,066	3,551,608	-
Operating & Inmate Expenses							
Operating:							
Equipment - Other (not F/A)	1,000	1,000	-	-	-	-	1,000
Miscellaneous Expenses	1,000	1,000	408	-	-	408	592
Office Supplies	3,000	3,000	2,274	-	-	2,274	726
Recidivism Study	100,000	100,000	-	59,639	-	59,639	40,361
IWFC Audit/Time Study	86,100	86,100	36,179	-	-	36,179	49,921
Subtotal Operating Expenses	191,100	191,100	38,861	59,639	-	98,500	92,600
Athletic Equipment	3,500	3,500	1,998	-	-	1,998	1,502
Games	8,000	8,000	3,335	-	-	3,335	4,665
Grooming Equipment	3,200	3,200	1,125	-	-	1,125	2,075
Hot Water Pots	18,500	18,500	18,378	-	-	18,378	122

**FY 2011
IWFC Financial Status Report
As of June 30, 2011**

Account Title	FY 2011 Approved Plan	FY 2011 Approved Modified Plan	YTD Actual 06/30/11			(Un)Favorable Variance b/t Modified Plan vs. Actual	
			Operation	One- Time	CSCJC		Total
Incentive Program -Beverages	20,000	20,000	12,451	-	-	12,451	7,549
Incentive Meals for Inmate Workers	136,000	136,000	116,302	-	-	116,302	19,698
Repair & Maintenance-Other Equip	1,000	1,000	172	-	-	172	828
Subscriptions	56,500	56,500	-	-	57,035	57,035	(535)
TV System Upgrade	200,000	200,000	-	-	-	-	200,000
Subtotal Inmate Expenses	446,700	446,700	153,761	-	57,035	210,796	235,904
Inmate Program & Service Contracts							
Adult Education Program -MUSD	20,000	20,000	20,000	-	-	20,000	-
Food Safety Workshop-Mission College	4,600	4,600	3,761	-	-	3,761	839
Indigent Hygiene & Stationery Kits Obligation	3,000	3,000	-	-	-	-	3,000
Inmate Assist/Infraction Svcs-Friends Outside	159,000	159,000	91,356	-	74,730	166,086	(7,086)
Inmate Literacy Program-SCC Library	146,000	146,000	86,181	-	59,819	146,000	-
Inmate Television Services & Equipment	50,000	50,000	45,628	-	-	45,628	4,372
Legal Assistance Services-Legal Research Associates	185,211	185,211	171,439	-	-	171,439	13,772
Parent Education Classes - Cibart, Adele Pat	30,000	30,000	27,300	-	-	27,300	2,700
Religious Services Program-CIC/Catholic Charities	50,000	50,000	43,750	-	-	43,750	6,250
Roadmap to Recovery Individual Journaling Program	7,500	7,500	-	-	6,943	6,943	557
Supplies for RCP Program	23,000	23,000	5,629	-	-	5,629	17,371
Trauma Recovery Program (SCVHHS Custody Health)	76,224	76,224	-	-	67,134	67,134	9,090
Subtotal Inmate Program & Svc Contracts	754,535	754,535	495,044	-	208,626	703,670	50,865
Total Expenditures	4,943,943	4,943,943	4,085,208	59,639	419,727	4,564,574	379,369
FY 2011 Rev. over (Under) Expenditures	(1,378,243)	(1,378,243)	(993,598)	(59,639)	(419,727)	(1,472,964)	(94,721)
FY 2010 Fund Balance Rollover	3,159,013	3,159,013	2,353,225	-	868,276	3,221,501	62,488
FY 2011 Fund Balance	1,780,770	1,780,770	1,359,627	(59,639)	448,549	1,748,537	(32,233)
Fund Balance Reserve-Operating	491,726	491,726	486,573	-	-	486,573	(5,152)
Fund Bal. Reserve-Settlement Agreement	437,914	437,914	-	-	448,549	448,549	10,635
Unallocated Fund Balance	851,131	851,131	873,054	(59,639)	-	813,415	(37,716)

County of Santa Clara

Inmate Welfare Fund

180 West Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX 288-8271



John Hirokawa
Chief of Correction

DATE: October 17, 2011
TO: Inmate Welfare Fund Committee
FROM: Martha Wapenski, Director of Administrative Services
Subject: Budget Plan to Balance the FY 2012 Inmate Welfare Fund

Recommended Action

- A. Approve use of one-time funds in the amount of \$ 83,222 to bridge-fund the FY 2012 Inmate Welfare Fund budget for four additional months.
- B. Direct staff to report back to the IWFC in February 2012 on the status of the FY 2012 budget.

Financial Implications

Approval of the recommended action would have an impact on the Inmate Welfare Fund (IWF). Using one-time funds (unallocated fund balance) in the amount of \$83,222 to balance the IWF budget until February 2012 would reduce unallocated fund balance to \$755,673.

Reasons for Recommendation

At the April 18, 2011 IWFC meeting, staff was directed to use one-time monies from the unallocated fund balance to continue operations and bridge-fund the IWF budget until October 2011. The IWFC directed staff to review the factors listed below, to determine the impact on reducing the IWF budget deficit:

1. When the IWFC met in April 2011, labor agreement negotiations had not been finalized and the impact of anticipated salary reductions was not yet known. Negotiated salary reductions were anticipated for Local 521, Correctional Peace Officers Association (CPOA), and County Employees Management Association (CEMA).
2. Also in April 2011, it was known that the jail system would be impacted by an increase in the number of inmates that were previously sent to State prison. The 2011 Public Safety Realignment Act (AB 109) includes several major changes for the County, but the ones that impact the jail population the most are revising the definition of a felony to include certain crimes that are punishable in the county

jail for more than one year, and changing the process and custody options for parole revocations. Both of these factors will lead to an increased jail population. AB 109 was scheduled for implementation on July 1, 2011, but the date was pushed forward by the State to October 1, 2011.

Report Back:

Impact of Labor Negotiations on the IWF FY 2012 Budget

Since the IWFC meeting in April 2011, the labor agreements for Local 521, CPOA, and CEMA have been finalized and ratified by the Board of Supervisors. The Local 521 agreement was effective on July 25, 2011, the CPOA contract was effective on September 19, 2011, and the CEMA contract was effective on June 27, 2011.

As a whole, the negotiated agreements did not contain salary reductions, except for a 1% reduction for CPOA Sergeants and Lieutenants. The agreements contained a combination of savings, such as freezing step increases, eliminating take home vehicles, increasing employees' PERS contributions, increasing employees' costs for health insurance, eliminating some holidays, implementing furlough days, and increasing employees' retiree health benefit contribution.

These reductions had a positive impact on the projected FY 2012 deficit for the IWF. Staff had previously reported the projected deficit to be \$307,853, and this deficit is now reduced by \$58,186 to \$249,667. Therefore, the cost to bridge-fund the first quarter of FY 2012 was \$62,417.

Impact of AB 109 Public Safety Realignment Act on the IWF FY 2012 Budget

The 2011 Public Safety Realignment Act (AB 109) was implemented on October 1, 2011. As such, there is no data available at this time related to telephone and commissary revenue, and the impact of AB 109 on the IWF budget is still unknown.

Also, we anticipate that implementing AB 109 will be staff-intensive, with its focus on alternative custody programs. When the IWF budget was presented to the IWFC in April, some of the proposed budget reduction solutions included deleting or reclassifying some or all of the Rehabilitation Officer positions. Until further data is available on AB 109 population trends, we will not be able to predict staffing needs related to the Rehabilitation Officers, and thus would not propose any of these positions for deletion today. It should be noted that on September 27, 2011, the Board of Supervisors approved the addition of one Rehabilitation Officer position (general fund) for AB 109, and the County will review our funding needs again in March 2012.

Staff Recommendation

Because the negotiated labor agreements had a positive impact on the IWF budget deficit, and the impacts of AB 109 on IWF revenue are unknown at this time, and it is premature to reduce Rehabilitation Officer staffing until more information is known about the resource needs for AB 109, staff is recommending the use of one-time unallocated fund balance to continue bridge-funding the IWF budget for an additional 4 months to February 1, 2012. The cost of bridge-funding for an additional 4 months (10/1/11 to 1/31/12) is \$83,222. Therefore, the total use of one-time bridge-funding from July 1, 2011 to January 31, 2012 would be \$145,639.

At the discretion of the IWFC, unallocated fund balance can be used to meet financial obligations or make up for revenue shortfalls. However, using one-time funds to solve an ongoing deficit is extremely problematic. The funding problem is moved forward to FY 2013 and the committee will need to come up with equivalent budget reductions again, along with any other additional budget shortfalls. However, given the uncertainty regarding staffing resources needed for the alternative custody programs, staff is recommending 4 more months of bridge-funding.

Staff further recommends that the IWFC meet in February 2012 to review the impacts of AB 109 on the IWF budget, and staff will present a revised financial plan with solutions for solving the budget deficit if needed. The IWFC should note that there will only be 4 months of data available at that time, and the full impacts of AB 109 may not be known until June 2012.

Attachment

- FY 2012 IWF Financial Plan

RECOMMENDED FY 2012 IWFC FINANCIAL PLAN

	March 14, 2011 Recommendation				Current Recommendation				Variance	Notes	
	Operation	One-time	CSCJC	REC Plan	Operation	One-time	CSCJC	REC Plan			
	a	b	c	d=a+b+c	e	f	g	h=e+f+g			
FUND BALANCE ROLLOVER											
1	Prior Year Fund Balance Rollover	\$ 1,297,121	\$ -	\$ 445,887	\$ 1,743,008	\$ 1,299,988	\$ -	\$ 448,549	\$ 1,748,537	\$ 5,529	
2	TOTAL FUND BALANCE ROLLOVER	\$ 1,297,121	\$ -	\$ 445,887	\$ 1,743,008	\$ 1,299,988	\$ -	\$ 448,549	\$ 1,748,537	\$ 5,529	
REVENUE											
3	Telephone Commission	\$ 1,835,000	\$ -	\$ -	\$ 1,835,000	\$ 1,835,000	\$ -	\$ -	\$ 1,835,000	\$ -	
4	Commissary Commission	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000	\$ -	
5	Interest Income	\$ 13,813	\$ -	\$ -	\$ 13,813	\$ 13,813	\$ -	\$ -	\$ 13,813	\$ -	
6	Revenue-Other(Recoverable Sales)	\$ 30,580	\$ -	\$ -	\$ 30,580	\$ 30,580	\$ -	\$ -	\$ 30,580	\$ -	
7	TOTAL REVENUE	\$ 3,229,393	\$ -	\$ -	\$ 3,229,393	\$ 3,229,393	\$ -	\$ -	\$ 3,229,393	\$ -	
SALARIES AND BENEFITS											
8	Assignment Officer	\$ 108,187	\$ -	\$ -	\$ 108,187	\$ 98,063	\$ -	\$ -	\$ 98,063	\$ (10,124)	
9	Commissary Staff	\$ 562,319	\$ -	\$ -	\$ 562,319	\$ 539,641	\$ -	\$ -	\$ 539,641	\$ (22,677)	
10	IWF Fiscal Staff	\$ 264,618	\$ -	\$ -	\$ 264,618	\$ 263,952	\$ -	\$ -	\$ 263,952	\$ (666)	
11	IWF Administrative Staff	\$ 128,883	\$ -	\$ -	\$ 128,883	\$ 129,101	\$ -	\$ -	\$ 129,101	\$ 218	
12	ISD Support	\$ 118,290	\$ -	\$ -	\$ 118,290	\$ 111,466	\$ -	\$ -	\$ 111,466	\$ (6,823)	
13	Inmate Services	\$ 95,869	\$ -	\$ -	\$ 95,869	\$ 95,077	\$ -	\$ -	\$ 95,077	\$ (792)	
14	Programs Staff	\$ 1,272,455	\$ -	\$ 137,072	\$ 1,409,527	\$ 1,268,760	\$ -	\$ 134,909	\$ 1,403,669	\$ (5,858)	
15	Classification	\$ 138,468	\$ -	\$ -	\$ 138,468	\$ 126,911	\$ -	\$ -	\$ 126,911	\$ (11,558)	
16	Operation/Warehouse	\$ 160,547	\$ -	\$ -	\$ 160,547	\$ 152,257	\$ -	\$ -	\$ 152,257	\$ (8,290)	
17	TOTAL SALARIES AND BENEFITS	\$ 2,849,635	\$ -	\$ 137,072	\$ 2,986,707	\$ 2,785,229	\$ -	\$ 134,909	\$ 2,920,138	\$ (66,569)	Saving from labor contracts
OPERATING EXPENSES											
18	Equipment - Other (not fixed asset)	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	
19	Miscellaneous Expenses	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	
20	Office Supplies	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	
21	Recidivism Study	\$ -	\$ 55,530	\$ -	\$ 55,530	\$ -	\$ 55,530	\$ -	\$ 55,530	\$ -	
22	IWF Financial Audit	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	
23	Time Study Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ 38,431	\$ -	\$ -	\$ 38,431	\$ 38,431	Project delay from FY 2011
24	TOTAL OPERATING EXPENSES	\$ 13,000	\$ 55,530	\$ -	\$ 68,530	\$ 51,431	\$ 55,530	\$ -	\$ 106,961	\$ 38,431	
INMATE EXPENSES											
25	Athletic Equipment	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -	
26	Games	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ -	\$ -	\$ 6,500	\$ -	
27	Grooming Equipment	\$ 3,200	\$ -	\$ -	\$ 3,200	\$ 3,200	\$ -	\$ -	\$ 3,200	\$ -	
28	Hot Water Pots	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -	
29	Incentive Beverages	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	
30	Incentive Meals for Inmate Workers	\$ 130,000	\$ -	\$ -	\$ 130,000	\$ 130,000	\$ -	\$ -	\$ 130,000	\$ -	
31	Repair & Maintenance - Other Equipment	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	
32	Subscriptions	\$ -	\$ -	\$ 56,500	\$ 56,500	\$ -	\$ -	\$ 56,500	\$ 56,500	\$ -	
33	TOTAL INMATE EXPENSES	\$ 182,700	\$ -	\$ 56,500	\$ 239,200	\$ 182,700	\$ -	\$ 56,500	\$ 239,200	\$ -	
INMATE PROGRAM & SERVICE CONTRACTS											
34	Adult Education Program - MUSD	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	
35	Food Safety Workshop - Mission College	\$ 4,600	\$ -	\$ -	\$ 4,600	\$ 4,600	\$ -	\$ -	\$ 4,600	\$ -	
36	Indigent Expenses	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	
37	Inmate Assist/Infraction Svcs. - Friends Outside (79.5%)	\$ 84,270	\$ -	\$ 74,730	\$ 159,000	\$ 84,270	\$ -	\$ 74,730	\$ 159,000	\$ -	
38	Inmate Library & Literacy Program - SCC Library	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -	
39	Inmate Television Services Programming	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	
40	Legal Research Assistance (85%)	\$ 185,211	\$ -	\$ -	\$ 185,211	\$ 153,000	\$ -	\$ -	\$ 153,000	\$ (32,211)	Negotiated better contract price
41	Parent Education Classes - Cibart, Adele Pat	\$ 27,300	\$ -	\$ -	\$ 27,300	\$ 27,300	\$ -	\$ -	\$ 27,300	\$ -	

RECOMMENDED FY 2012 IWFC FINANCIAL PLAN

	March 14, 2011 Recommendation				Current Recommendation				Variance i=h-d	Notes	
	Operation	One-time	CSCJC	REC Plan	Operation	One-time	CSCJC	REC Plan			
	a	b	c	d=a+b+c	e	f	g	h=e+f+g			
42	Religious Services - CIC/ Catholic Charities(25%)	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	
43	Roadmap to Recovery Individual Journaling Program	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ -	
44	Supplies for Regimented Corrections Program (RCP)	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -	
45	Trauma Recovery Program (SCVHHS Custody Health)	\$ -	\$ -	\$ 76,224	\$ 76,224	\$ -	\$ -	\$ 76,224	\$ 76,224	\$ -	
46	TOTAL INMATE PROGRAM & SERVICE CONTRACTS	\$ 436,381	\$ -	\$ 218,454	\$ 654,835	\$ 404,170	\$ -	\$ 218,454	\$ 622,624	\$ (32,211)	
SUMMARY											
47	TOTAL PLANNED REVENUE	\$ 3,229,393	\$ -	\$ -	\$ 3,229,393	\$ 3,229,393	\$ -	\$ -	\$ 3,229,393	\$ -	
48	TOTAL PLANNED EXPENSES	\$ 3,481,716	\$ 55,530	\$ 412,026	\$ 3,949,272	\$ 3,423,530	\$ 55,530	\$ 409,863	\$ 3,888,923	\$ (60,349)	
49	(UN)FAVORABLE REVENUE OVER EXPENSES	\$ (252,323)	\$ (55,530)	\$ (412,026)	\$ (719,879)	\$ (194,137)	\$ (55,530)	\$ (409,863)	\$ (659,530)	\$ (60,349)	
50	FUND BALANCE	\$ 1,044,798	\$ (55,530)	\$ 33,861	\$ 1,023,129	\$ 1,105,851	\$ (55,530)	\$ 38,686	\$ 1,089,007	\$ 65,878	
51	RESERVE FOR OPERATION	\$ 410,752	\$ -	\$ -	\$ 410,752	\$ 398,675	\$ -	\$ -	\$ 398,675	\$ (12,077)	12.5 % on S&B plus Contract expenditures
52	RESERVE FOR SETTLEMENT AGREEMENT	\$ -	\$ -	\$ 33,861	\$ 33,861	\$ -	\$ -	\$ 38,686	\$ 38,686	\$ 4,825	
53	UNALLOCATED FUND BALANCE	\$ 634,046	\$ (55,530)	\$ -	\$ 578,516	\$ 707,176	\$ (55,530)	\$ -	\$ 651,646	\$ 73,130	

	FY 2012 Direct	FY 2012 Indirect	TOTAL
54 Salaries and Benefits	68.30%	31.70%	100.00%
55 Operating, Inmate, Programs & Services ¹	93.38%	6.62%	100.00%
56 TOTAL EXPENDITURES	80.84%	19.16%	100.00%

	FY 2012 Direct	FY 2012 Indirect	TOTAL
	68.30%	31.70%	100.00%
	93.33%	6.67%	100.00%
	80.81%	19.19%	100.00%

¹ Audit and time study contract expenditures are excluded from direct/indirect calculation per the Settlement Agreement.

County of Santa Clara
Department of Correction



180 West Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX 288-8271

John Hirokawa
Chief of Correction

Prepared by: Remy Legaspi
IWF Management Analyst
Reviewed by: Julie Chou
Fiscal Officer

October 17, 2011

TO: Inmate Welfare Fund Committee
FROM: Martha Wapenski, Director, Administrative Services
SUBJECT: Audited Inmate Welfare Fund Financial Statement for Fiscal Year 2011

RECOMMENDATION

Accept the audited Inmate Welfare Fund (IWF) Financial Statement and independent auditor's report for Fiscal Year (FY) 2011 and direct staff to forward it to the Board of Supervisors through the Public Safety and Justice Committee as an informational item.

FISCAL IMPLICATIONS

There are no fiscal implications associated with the recommended action.

REASONS FOR RECOMMENDATION

The Department of Correction (DOC) submits an IWF Financial Statement to the Board of Supervisors each year in accordance with California Penal Code 4025 (e), which states, "An itemized report of these expenditures shall be submitted annually to the board of supervisors."

Vargas and Company conducted an audit of the Santa Clara County Department of Correction's Inmate Welfare Fund Statement of Revenues and Expenses, and financial transactions for FY 2011, to assure that they are fairly presented, in all material aspects. The audit was conducted in accordance with Government Auditing Standards.

CONSEQUENCES OF NEGATIVE ACTION

The IWF Committee and Board of Supervisors would not receive the audited Inmate Welfare Fund Financial Statement for Fiscal Year 2011.

ATTACHMENTS

- County of Santa Clara Department of Correction Inmate Welfare Fund Audit Report – Year Ended June 30, 2011.

Board of Supervisors: Dave Cortese, Ken Yeager, Liz Kniss, George Shirakawa, Mike Wasserman
County Executive: Jeffrey V. Smith

**COUNTY OF SANTA CLARA
DEPARTMENT OF CORRECTION
INMATE WELFARE FUND**

AUDIT REPORT

YEAR ENDED JUNE 30, 2011



Vargas and Company

Chartered Accountants

**County of Santa Clara – Department of Correction
Inmate Welfare Fund**

**June 30, 2011
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Vargas and Company

certified public accountants

INDEPENDENT AUDITORS' REPORT

To the County of Santa Clara – Department of Correction
Inmate Welfare Fund
San Jose, California

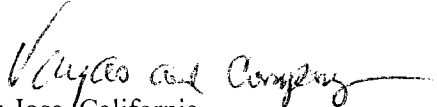
We have audited the accompanying statement of fiduciary net assets of County of Santa Clara – Department of Correction Inmate Welfare Fund as of June 30, 2011, and the related statement of changes in fiduciary fund net assets for the year then ended. These financial statements are the responsibility of the County of Santa Clara – Department of Correction Inmate Welfare Fund's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 2, the financial statements present only the County of Santa Clara – Department of Correction Inmate Welfare Fund, and are not intended to present fairly the financial position of the County of Santa Clara – Department of Correction, as of June 30, 2011, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the County of Santa Clara – Department of Correction Inmate Welfare Fund as of June 30, 2011, and the changes in its net assets for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 5, 2011 on our consideration of the County of Santa Clara – Department of Correction Inmate Welfare Fund internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.


San Jose, California
August 5, 2011

Financial Statements

County of Santa Clara - Department of Correction
Inmate Welfare Fund
Statement of Fiduciary Net Assets
June 30, 2011
(with comparative totals for June 30, 2010)

	<u>2011</u>	<u>2010</u>
ASSETS		
Current Assets		
Cash and Investments	\$ 1,717,871	\$ 3,187,256
Accounts Receivable	148,413	142,202
Interest Receivable	<u>3,280</u>	<u>7,429</u>
Total current assets	1,869,564	3,336,887
Property and Equipment		
Property and Equipment, Net of Accumulated Depreciation (Note 4)	<u>37,255</u>	<u>40,317</u>
TOTAL ASSETS	\$ <u>1,906,819</u>	\$ <u>3,377,204</u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts Payable	\$ <u>121,024</u>	\$ <u>115,386</u>
Total liabilities	121,024	115,386
Net Assets		
Held for Benefit and Welfare of Inmates	<u>1,785,795</u>	<u>3,261,818</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>1,906,819</u>	\$ <u>3,377,204</u>

The notes to the financial statements are an integral part of this statement.

County of Santa Clara - Department of Correction
Inmate Welfare Fund
Statement of Changes in Fiduciary Net Assets
Year Ended June 30, 2011
(with comparative totals for June 30, 2010)

	2011	2010
<u>ADDITIONS:</u>		
Interest income	\$ 20,017	\$ 41,435
Telphone commissison	1,662,441	1,983,797
Commissary commission	1,379,249	1,354,715
Other income	29,904	37,559
Total Additions	3,091,611	3,417,506
<u>DEDUCTIONS:</u>		
Expense for Salaries & Benefits		
IWF administration staff	508,491	512,974
Commissary staff	624,799	610,266
Program staff	1,730,082	1,678,131
Support services	688,236	619,461
Total expense for salaries & benefits	3,551,608	3,420,832
Expense for Independent Audit	36,179	9,600
Expense for Equipment & Supplies		
Appliance & other equipment	23,374	20,227
Assessment of TV signal Delivery System	-	26,193
Depreciation	3,062	3,062
Grooming equipment	1,125	2,237
Incentive meals for inmate workers	116,302	129,659
Games & athletic equipment	5,332	10,722
Recidivism Study	59,639	-
Subscriptions	57,035	53,550
Supplies for neatness incentive program	12,451	15,718
Miscellaneous expense	3,885	2,765
Total expense for equipment & supplies	282,205	264,133

"continued"

County of Santa Clara - Department of Correction
Inmate Welfare Fund
Statement of Changes in Fiduciary Net Assets
Year Ended June 30, 2011
(with comparative totals for June 30, 2010)

	<u>2011</u>	<u>2010</u>
Expense for Programs		
Chaplaincy program	\$ 43,750	\$ 41,251
Education books & roadmap to recovery	6,943	10,182
GED Testing program - Milpitas Unified School District	20,000	20,000
General inmate services	166,086	165,398
Law library services program	171,439	158,111
Literacy program	146,000	125,420
Parenting program	27,300	23,384
Serve safe class for inmate food workers	3,761	2,195
Supplies for RCP program	5,629	12,035
Television cable services	39,600	39,264
Trauma Recovery Program	<u>67,134</u>	<u>53,795</u>
 Total expense for programs	 <u>697,642</u>	 <u>651,035</u>
 Total deductions	 <u>4,567,634</u>	 <u>4,345,600</u>
 Change in net assets	 (1,476,023)	 (928,094)
 Net assets at beginning of year	 <u>3,261,818</u>	 <u>4,189,912</u>
 Net assets at end of year	 <u>\$ 1,785,795</u>	 <u>\$ 3,261,818</u>

"concluded"

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2011

NOTE 1 **GENERAL INFORMATION**

The Inmate Welfare Fund (IWF) is a trust fund administered by the Santa Clara County Department of Correction (DOC) primarily for the benefit, education, and welfare of inmates. Section 4025 of the California Penal Code authorizes the Sheriff to establish a store (commissary) in county jails. Penal Code Section 4025(f) further states that “the operation of a store within any other county adult detention facility which is not under the jurisdiction of the sheriff shall be governed by the provision of this section, except that the board of supervisors shall designate the proper county official to exercise the duties otherwise allocated in this section to the sheriff.” Section 509 of the county charter appoints the Chief of Correction as the county official responsible to operate the county jail. Profit earned pursuant to Penal Code Section 4025 and any interest earned on funds shall be placed in the IWF. Money accumulated in the IWF may be expended for inmate recreational, educational and vocational programs, when approved by the Inmate Welfare Fund Committee.

The money in the IWF may also be expended to provide indigent inmates assistance with the reentry process within 14 days after the inmate’s release. The assistance may include work placement, counseling, obtaining proper identification, education, and housing. This assistance is a pilot program created specifically for indigent inmates resulting from the enactment of the Penal Code Section 4025.5, which will remain in effect until January 1, 2013, and as of that date is repealed, unless a later enacted statute deletes or extends that date. The Santa Clara County is a participant of the pilot program.

NOTE 2 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A. Description of Reporting Entity

The financial statements are in conformity with accounting principles generally accepted in the United States of America and present only the financial position and activities of the Inmate Welfare Fund (0306), and are not intended to present the financial position and activities of the County of Santa Clara – Department of Correction.

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2011

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

B. Basis of Accounting

The accompanying financial statements of County of Santa Clara – Department of Correction Inmate Welfare Fund have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The IWF also applies Financial Accounting Standards board (FASB) Statements and interpretations issued on or before November 30, 1989, to its governmental activities provided they do not conflict with or contradict GASB pronouncements.

The financial statements of IWF have been prepared on the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place.

C. Cash and Investments

Cash and investments for the IWF are maintained in the county's cash commingled and investment pool. Funds are invested according to the regulations of California Government Code and the investment policy approved annually by the County Treasury Oversight Committee and the Board of Supervisors. Investments are generally carried at the fair value. Relevant information about the portion of the investment pool related to the IWF is not available. Information regarding the characteristics of the entire investment pool can be found in the County's June 30, 2011 notes to the basic financial statements.

D. Interest Receivable

Interest receivable represents accrued interest earnings on cash maintained in the county's cash commingled and investment pool.

E. Property and Equipment

Property and equipment acquired by the IWF are considered to be owned by the IWF. All property and equipment are valued at historical cost and depreciated using straight-line method over the estimated useful lives, which range from 5 to 20 years. Any equipment purchase of more than \$5,000 is recorded as fixed asset. All computer equipment is recorded as fixed asset even if the cost is less than \$5,000.

**County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2011**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

F. Revenue

- **Interest income** represents interest earned on the IWF funds deposited and included in the County's commingled funds. The County Controller allocates earned interest quarterly based upon the average daily cash balances of funds.
- **Telephone commission** is the revenue collected by the IWF for its share of the revenues generated by Evercom Systems, Inc. and Global Tel Link in providing telephone services to the inmates in the Department of Correction.
- **Commissary commission** is the revenue collected by the IWF for its share of the revenues generated by Keefe Commissary Network, LLC in their sales of commissary to inmates housed in the facilities of the Department of Correction.

G. Expense

The Santa Clara County Department of Correction's Inmate Welfare Fund Committee (IWFC), chaired by the Chief of Correction, approves all IWF expenses. The IWF Committee approves an annual IWF Financial Plan which includes funding for salaries and benefits for staff performing IWF functions, operating expenses for IWF equipment and supplies, inmate expenses for IWF items, and inmate programs and service contracts that benefit the inmates. Inmate programs are focused on education, rehabilitation, and vocational training, all of which are consistent with Department of Correction initiatives to assist inmates with their successful re-entry to the community.

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

I. Subsequent Event

Management had evaluated the subsequent events through August 5, 2011, which is the date the financial statements were available to be issued.

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2011

NOTE 3 **CONCENTRATION OF REVENUE**

The IWF realizes approximately 98% of its total revenue from telephone and commissary commissions.

NOTE 4 **PROPERTY AND EQUIPMENT**

Property and equipment consists of the following:

	2011	2010
Computer Equipment	\$ 14,288	\$ 21,183
Sand Blaster	61,240	61,240
Total Cost	75,528	82,423
Less: Accumulated Depreciation	(38,273)	(42,106)
Net Book Value	\$ 37,255	\$ 40,317

NOTE 5 **TIME STUDY**

In compliance with the settlement agreement which resulted from the class action complaint (Hopkins et al. v. Flores et al., Case No. 1-05-CV 035647) filed by the inmate class in February 2005, the DOC contracted with a CPA consulting firm, Macias Consulting Group (MCG), to perform a time study of the DOC employees performing IWF tasks and IWF contracted services. MCG commenced the time study in November 2008 based on the requirements specified in the settlement agreement and concluded the time study in June 2009. Results from the time study were approved by the IWF Committee on July 1, 2009 and were used to form the basis for the IWF's salaries and benefits reimbursement to the General Fund since fiscal year 2009 to the current fiscal year.

A copy of the MCG time study report can be obtained from the DOC Administration at 180 W Hedding Street, San Jose, California 95110.

**Independent Auditors' Report on Internal Control
over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial
Statements Performed in Accordance
With Government Auditing Standards**



Vargas and Company
certified public accountants

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the County of Santa Clara – Department of Correction
Inmate Welfare Fund
San Jose, California

We have audited the financial statements of the County of Santa Clara – Department of Correction Inmate Welfare Fund, as of and for the year ended June 30, 2011, and have issued our report thereon dated August 5, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the County of Santa Clara – Department of Correction Inmate Welfare Fund's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County of Santa Clara – Department of Correction Inmate Welfare Fund's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County of Santa Clara – Department of Correction Inmate Welfare Fund's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such as that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County of Santa Clara – Department of Correction Inmate Welfare Fund’s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the Santa Clara County Board of Supervisors, members of the Santa Clara County of Santa Clara – Department of Correction Inmate Welfare Fund Committee, and the management of the Santa Clara County of Santa Clara – Department of Correction Inmate Welfare Fund, and is not intended to be and should not be used by anyone other than these specified parties.


Vargas and Company
San Jose, California
August 5, 2011

Schedule of Findings and Questioned Costs

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Schedule of Findings and Questioned Costs
Year Ended June 30, 2011

There are no material findings and questioned costs in the current year.

Summary Schedule of Prior Audit Findings

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2011

There were no material findings and questioned costs reported in the prior year.

County of Santa Clara

Department of Correction

180 West Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX 288-8271



John Hirokawa
Chief of Correction

Prepared by: Kevin Zing, Accountant I
Reviewed by: Josephine Lin, Account III

DATE: October 17, 2011
TO: Inmate Welfare Fund Committee
FROM: Julie Chou, Financial Services Manager
SUBJECT: Fiscal Year 2011 Inmate Personal Fund Balance and Activity Report

RECOMMENDED ACTION

Accept the attached Inmate Personal Fund (IPF) Statement of Fiduciary Assets and Statement of Changes in the Fiduciary Assets as an informational report for the IPF during the period July 1, 2010 through June 30, 2011.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the recommended action.

REASON FOR RECOMMENDED ACTION

This report includes information about the IPF fund balance and the number of financial transactions processed during Fiscal Year 2011. Inmate Welfare Fund (IWF) staff is required to submit this information to the IWF Committee annually.

BACKGROUND

Monies collected from inmates booked into the custody of the Department of Correction (DOC) are deposited in the County of Santa Clara's bank account. The IPF was established on February 2, 1979, for the purpose of segregating IPF funds from the County's General Fund. Monies collected from inmates are individually tracked to ensure the correct amount is refunded to the inmates when they are released from custody. While the inmates are in custody, they can use their monies for the purchase of snack foods and various sundry items through commissary services. The inmates can also authorize DOC staff to issue checks to their relatives and/or friends.

Currently, the DOC has an agreement with Keefe Commissary Network, LLC (Keefe) for commissary services. The Agreement requires that Keefe maintains an accounting system for the IPF trust fund activities and provides an individual accounting of all inmate transactions. Inmates' total daily deposits and disbursements in Keefe's accounting system are also entered in the County's SAP accounting system. At periodic intervals, both accounting records are reconciled. Deposits are entered into the Keefe system seven days per week and are reconciled and deposited into the bank on the next business day. A file containing warrants issued to inmates through the Keefe system is transmitted to the bank every business day. All void warrants are verified in the Keefe system to ensure that funds are returned to the inmate's account.

When an inmate is released, the balance of his/her account is refunded in the form of a warrant or partial cash and a warrant. Each facility has a revolving petty cash fund used to issue refunds to inmates. A cash disbursement report is generated through the Keefe system to summarize all cash disbursements and is forwarded to Financial Services. All cash disbursement reports are reconciled at Financial Services twice each week and the revolving petty cash funds at each of the facilities are replenished at that time.

Commissary orders by inmates are scanned and charged to their accounts electronically once a week. Sales are voided manually by DOC staff when an inmate does not receive his/her order. Keefe submits a bill for the commissary orders weekly. The invoices are paid to the commissary vendor through the issue of a warrant and commissions due to the IWF are transferred from the IPF through a journal entry between the two trust funds.

CONSEQUENCES OF NEGATIVE ACTION

Without acceptance of this report, the IWF Committee will not receive information about IPF activities during Fiscal Year 2011.

**County of Santa Clara
Department of Correction
Inmate Personal Fund
Statement of Fiduciary Assets
As of June 30, 2011**

Assets

Current Assets

Cash

Cash-Commingled	\$ 359,228.91
Cash-Imprest	<u>4,800.00</u>

Total Assets \$ 364,028.91

Liabilities and Net Assets

Liabilities

Warrants Payable ¹ \$97,063.04

Total Liabilities 97,063.04

Fund Balance

Funds held in trust 266,965.87

Total Liabilities and Net Assets \$ 364,028.91

¹ This represents the warrants issued from the IPF that were outstanding on June 30, 2011.

**County of Santa Clara
Department of Correction
Inmate Personal Fund
Statement of Changes in the Fiduciary Assets
For the Period Ended June 30, 2011**

Additions

Receipts ¹	<u>\$5,259,020.14</u>
-----------------------	-----------------------

Deductions

Disbursements ²	<u>\$5,299,082.49</u>
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Change in net assets	(40,062.35)
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Fund balance, beginning of year	<u>307,028.22</u>
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Fund balance at end of year	<u><u>\$266,965.87</u></u>
-----------------------------	----------------------------

¹ This represents 89,004 transactions of collections from inmates and their friends and families.

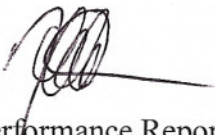
² This represents 41,989 transactions for cash and warrants issued to inmates upon released, vendors, and Inmate Welfare Fund.

County of Santa Clara
Department of Correction

180 W. Hedding Street
San Jose, California 95110-1772
(408) 299-4005 Fax: (408) 288-8271



John Hirokawa
Chief of Correction

DATE: October 17, 2011
TO: Inmate Welfare Fund Committee
FROM: Fletcher Dobbs, Senior Management Analyst 
SUBJECT: DOC Fiscal Year 2011 Year-End Programs Performance Reports

RECOMMENDED ACTION

Accept informational report on Department of Correction Programs, Fiscal Year 2011 Year-End performance.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this informational report.

BACKGROUND

This report is a review of Department of Correction Fiscal Year 2011 Programs performance, July 1, 2010 through June 30, 2011. This report is a collection of performance statistics and information relevant to each program.

REASON FOR RECOMMENDED ACTION

This report is submitted to the IWF Committee to provide performance and service-level information for Department of Correction Programs for the period July 1, 2010 through June 30, 2011.

Board of Supervisors: Mike Wasserman, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss
County Executive: Jeffery Smith

Santa Clara County Department of Correction

Fiscal Year 2011 PROGRAMS PERFORMANCE REPORTS

July 1, 2010 – June 30, 2011



COUNTY OF SANTA CLARA
DEPARTMENT OF CORRECTION

CHIEF JOHN HIROKAWA

October 17, 2011

SANTA CLARA COUNTY DEPARTMENT OF CORRECTION
Fiscal Year 2011
YEAR-END INMATE PROGRAMS PERFORMANCE REPORTS

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**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Catholic Charities**

Services Provided	FY 2011		FY 2010 Total	
	2nd Half Total	% of FY 2010 Total		
1. Mandated				
Catholic Religious Services				
A. English	483	483	New, Began in January, 2011	
B. Spanish	36	36		
C. Vietnamese	15	15		
D. Other Religious Services and Contacts	-	-		
Mandated Religious Services Totals	534	534		
E. Number of Pastoral Visits by Outside Clergy	-	-		
F. Number of Inmates Receiving Individual Religious Counseling	210	210		
G. Number of Religious Meal Requests and Evaluations	-	-		
2. Non-Mandated				
H. Number of Referrals to Community Based Organizations	15	15		
I. Number of Inmate Request Forms Received	518	518		
J. Number of Inmate Request Forms Answered	518	518		
K. Number of Inmates Participating in Services (Approximate)	8,056	8,056		
L. Death Notification and Counseling	14	14		
M. Suicide Counseling	-	-		
N. Other Services & Categories				
1) Bilingual Services	37	37		
2) Services Denied	23	23		
Religious Services Totals				
Actual Number of Religious Services Held	587	587		

Source: FY 2011 Catholic Charities FY 2011 Performance Goals and Measurements Reports

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Correctional Institutions Chaplaincy**

<u>Services Provided</u>	<u>1st Half</u>	<u>FY 2011</u>		<u>% of FY 2010</u>	<u>FY 2010</u>
		<u>Total</u>	<u>2nd Half</u>		
1. Mandated					
Christian Religious Services					
A. English	1,434	1,058	74%	2,492	2,792
B. Spanish	357	275	77%	632	679
C. Vietnamese	38	3	8%	41	121
D. Other Religious Services and Contacts	797	1,428	179%	2,225	1,612
Mandated Religious Services Totals	<u>2,626</u>	<u>2,764</u>	105%	<u>5,390</u>	<u>5,204</u>
E. Number of Pastoral Visits by Outside Clergy	163	225	138%	388	359
F. Number of Inmates Receiving Individual Religious Counseling	3,197	2,993	94%	6,190	6,531
G. Number of Religious Meal Requests and Evaluations	378	261	69%	639	506
2. Non-Mandated					
H. Number of Referrals to Community Based Organizations	262	296	113%	558	637
I. Number of Inmate Request Forms Received	4,851	3,541	73%	8,392	9,360
J. Number of Inmate Request Forms Answered	4,592	3,406	74%	7,998	8,882
K. Number of Inmates Participating in Services (Approximate)	20,940	15,805	75%	36,745	42,839
L. Death Notification and Counseling	158	111	70%	269	194
M. Suicide Counseling	-	-	-	-	-
N. Other Services & Categories					
1) Heart and Soul	24	2	8%	26	316
2) Concerts	-	-	-	-	7
3) Boxes of Books Donated	194	300	155%	494	349
4) Services Denied / Lockdowns	89	61	69%	150	124

Source: FY 2011 CIC Monthly Billing Reports

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Catholic Charities Inmate Services ***

Services Provided	1st Half	FY 2011		Total	% of FY 2010	FY 2010 Total
		2nd Half	% of 1st Half			
	Total	Total	Half	Total	Total	Total
1. Mandated						
Number of Pro Per copies made	17,617	29,111	165%	46,728	95%	49,244
Total hours for mandated services	300	302	101%	602	105%	576
Percent of Time Spent Performing Mandated Services	9%	9%		9%		8%
2. Non-Mandated						
Inmate Requests Received	3,992	3,247	81%	7,239	114%	6,375
Inmate Requests Responded to Within Two Weeks % Of Total	3,683 92%	3,029 93%	82%	6,712 93%	120%	5,586 88%
Inmate Requests Responded to After Two Weeks % Of Total	309 8%	218 7%	71%	527 7%	66%	799 13%
Total Interview Contacts	5,440	4,881	90%	10,321	162%	6,375
Notary Services	145	132	91%	277	82%	339
Number of Checks Cashed	2	10	500%	12	30%	40
Infraction Interviews	-	-		-	0%	32
Infraction Hearings	-	-		-	0%	32
Packages of Books Delivered	1,199	4,051	338%	5,250	188%	2,790
Average Number of Volunteers	4.5	4.2	93%	4.3	84%	5.3
Volunteer Hours	670	564	84%	1,234	85%	1,450
Locate Phone & Address Information	1,003	560	56%	1,563	148%	1,058
Locate Property	150	125	83%	275	135%	203
Other Services: Photocopies, legal documents	2,932	2,400	82%	5,332	125%	4,250
Medical Requests, Glasses, etc.	605	347	57%	952	83%	1,147
Other Book Requests	1,640	818	50%	2,458	203%	1,208
Divorce and Marriage Information	126	105	83%	231	87%	265
Total Hours for Non-Mandated Services	3,116	3,074	99%	6,190	97%	6,376
Percent of Time Spent Performing Non-Mandated Services	91%	91%		91%		92%

Source: FY 2011 Catholic Charities Inmate Services Monthly Billing Reports

*: Formerly "Friends Outside Santa Clara County"

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Legal Research Associates**

Services Provided	FY 2011		% of 1st Half	Total	% of FY 2010	FY 2010 Total
	1st Half	2nd Half				
Imate Requests for LRA Services *						
Main Jail Inmates						
Non-Pro-Per	1,018	1,067	105%	2,085	95%	2,204
Pro-Per	75	103	137%	178	85%	210
Total Main Jail Inmates Making Requests	1,093	1,170	107%	2,263	94%	2,414
Elmwood Inmates						
Non-Pro-Per	997	972	97%	1,969	83%	2,378
Pro-Per	4	-	-	4	400%	1
Total Elmwood Inmates Making Requests	1,001	972	97%	1,973	83%	2,379
Total Inmates						
Non-Pro-Per	2,015	2,039	101%	4,054	88%	4,582
Pro-Per	79	103	130%	182	86%	211
Total Inmates Making Requests	2,094	2,142	102%	4,236	88%	4,793
Separate Responses Provided						
Main Jail						
Non-Pro-Per	3,435	3,952	115%	7,387	115%	6,412
Pro-Per	710	855	120%	1,565	94%	1,662
Total Main Jail Responses	4,145	4,807	116%	8,952	111%	8,074
Elmwood						
Non-Pro-Per	1,944	1,789	92%	3,733	74%	5,041
Pro-Per	4	-	-	4	400%	1
Total Elmwood Responses	1,948	1,789	92%	3,737	74%	5,042
Total						
Non-Pro-Per	5,379	5,741	107%	11,120	97%	11,453
Pro-Per	714	855	120%	1,569	94%	1,663
Total Responses	6,093	6,596	108%	12,689	97%	13,116
Average Responses / Inmate Request	2.9	3.1	106%	3.0		2.7
Response Pages Provided						
Main Jail	213,531	277,024	130%	490,555	110%	447,119
Elmwood	110,196	104,687	95%	214,883	83%	257,665
Total	323,727	381,711	118%	705,438	100%	704,784
Average Pages / Response	53	58	109%	52.9		51.9
Average Pages / Inmate Request	156	179	115%	155.7		141.9
Additional Topic Packets Supplied						
Main Jail						
Criminal Topic	6,568	6,750	103%	13,318	106%	12,599
Civil/Family Law Topic	407	389	96%	796	77%	1,028
Total Main Jail Packets Supplied	6,975	7,139	102%	14,114	104%	13,627
Elmwood						
Criminal Topic	3,259	2,728	84%	5,987	86%	6,965
Civil/Family Law Topic	342	294	86%	636	81%	783
Total Elmwood Packets Supplied	3,601	3,022	84%	6,623	85%	7,748
Total						
Criminal Topic	9,827	9,478	96%	19,305	99%	19,564
Civil/Family Law Topic	749	683	91%	1,432	79%	1,811
Total Additional Topic Packets Supplied	10,576	10,161	96%	20,737	97%	21,375

*: Total number of different inmates that made a request each month, totaled for the period; An individual inmate may be included in the total for more than one month.

Source: FY 2011 LRA Monthly Billing Reports

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Milpitas Adult Education**

Educational Activity Participant Categories	FY 2011		% of FY 2010	FY 2010 Total
	1st Half Total	2nd Half Total		
GED Testing - Inmate Totals				
Tested	244	429	176%	497
Passed	102	187	183%	236
Failed	117	194	166%	180
Incomplete	25	48	192%	81
Inmate Training Program Participation Totals				
Adult Education				
Job Readiness	531	71	13%	1,600
Basic Study Skills	211	-	0%	1,895
Art	722	604	84%	1,593
Math Review	65	34	52%	203
English as a Second Language	394	347	88%	899
English Review	130	-	0%	381
GED Test Prep	509	412	81%	1,152
	<u>2,562</u>	<u>1,468</u>	57%	<u>7,723</u>
Vocational Education				
Computers				
Elmwood Men's	395	256	65%	741
Elmwood Women's	492	306	62%	1,393
Industries				
Arc Welding	86	20	23%	218
Cabinet Making	47	18	38%	65
Upholstery	41	-	0%	52
	<u>1,061</u>	<u>562</u>	53%	<u>2,469</u>
Health and Safety Education				
Substance Abuse				
Elmwood Men's	2,252	1,476	66%	4,278
Elmwood Women's	534	281	53%	1,076
Main Jail	616	358	58%	1,039
Day Reporting Center	262	100	38%	699
	<u>3,664</u>	<u>2,215</u>	60%	<u>7,092</u>
Total All Programs	<u>7,287</u>	<u>4,245</u>	58%	<u>17,284</u>

Source: Milpitas Adult Education FY 2011 Quarterly Reports

Total by Program: Total number of unique students by Program.
Example: an inmate in RCP Substance Abuse, Art, and GED test prep is counted three times in this report.

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Parenting Education and Parent/Child Visitation Program**

	1st Half	FY 2011		Total	% of FY 2010	FY 2010 Total
	Total	2nd Half Total	% of 1st Half			
PACT Class Visit Sessions	25	24	96%	49	100%	49
Participants						
Students	109	92	84%	201	86%	233
Child Supervised Visits	242	126	52%	368	103%	359
1st Time Children Visitors	33	29	88%	62	65%	96
Total	384	247	64%	631	92%	688
Certificates						
Graduates	14	16	114%	30	70%	43
20 Hour Certificates	24	16	67%	40	61%	66
Post-Graduate Certificates	12	7	58%	19	79%	24
Total	36	23	64%	59	44%	133

Source: Adele Pat Cibart, FY 2011 Quarterly Reports

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Santa Clara County Library (SCCL) "The Reading Program"**

FY 2011

	<u>1st Half</u>	<u>2nd Half</u>	<u>% Of 1st Half</u>	<u>Total</u>	<u>SCCL Goal</u>	<u>% Of SCCL Goal</u>	<u>FY 2010 Total</u>	<u>% of FY 2010 Total</u>
Library Services								
Library Visits	9,803	7,505	77%	17,308	17,000	102%	17,951	96%
Books Donated	1,760	2,341	133%	4,101	5,000	82%	6,495	63%
Value of Donated Books/Materials	\$ 4,118	\$ 5,560	135%	\$ 9,678	\$ 12,000	81%	\$ 13,704	71%
Value of In-Kind Materials	\$ 4,070	\$ 8,680	213%	\$ 12,750	\$ 19,000	67%	\$ 16,440	78%
Literacy Services								
Learners receiving literacy instruction	40	46	115%	86	150	57%	122	70%
Volunteer Tutor Hours of Instruction	643	619	96%	1,261	1,900	66%	2,095	60%
Learners meeting at least one personal goal	20	63	315%	83	110	75%	94	88%
Literacy goals met	85	76	89%	161	270	60%	147	110%
Classes								
LIFT Parenting Students	336	284	-	620	300	207%	913	68%

Source: SCCL's "The Reading Program"; formerly known as the "Vision Literacy Program", FY 2011 Quarterly Reports

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Trauma Recovery**

Class and Category Description	FY 2011		% of 1st Half	Total	% of FY 2010	FY 2010 Total
	1st Half Total	2nd Half Total				
Men's Work						
Class Sessions						
Minimum Security	61	63	103.3%	124	92.5%	134
Medium Security	62	73	117.7%	135	96.4%	140
Maximum Security	-	-	0.0%	-	0.0%	-
Total Class Sessions	<u>123</u>	<u>136</u>	110.6%	<u>259</u>	94.5%	274
Attendance						
Minimum Security	684	845	123.5%	1,529	96.0%	1,593
Medium Security	656	851	129.7%	1,507	93.0%	1,621
Maximum Security	-	-	0.0%	-	0.0%	-
Total Attendance	<u>1,340</u>	<u>1,696</u>	126.6%	<u>3,036</u>	94.5%	3,214
Average Class Size	10.9	12.5	113.9%	10.9	75.3%	14.5
Certificates of Completion Awarded	87	95	109.2%	182	93.8%	194
Safety First / Trauma Recovery						
Class Sessions						
Minimum Security	70	82	117.1%	152	194.9%	78
Medium Security	-	-	0.0%	-	0.0%	15
Medium / Maximum Security	23	25	108.7%	48	126.3%	38
Total Class Sessions	<u>93</u>	<u>107</u>	115.1%	<u>200</u>		131
Attendance						
Minimum Security	735	657	89.4%	1,392	123.4%	1,128
Medium Security	-	-	0.0%	-	0.0%	62
Medium / Maximum Security	137	118	86.1%	255	77.5%	329
Total Attendance	<u>872</u>	<u>775</u>	88.9%	<u>1,647</u>		1,519
Average Class Size	9.4	7.2	77.2%	8.2	71.0%	11.6
Certificates of Completion Awarded	52	38	73.1%	90	101.1%	89

Source: Adult Custody Mental Health, Trauma Recovery / Men's Work FY 2011 Invoices

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
3 Principles Services Division * Health Realization Classes**

	FY 2011		% of 1st Half	Total	% of FY 2010	FY 2010 Total
	1st Half	2nd Half				
	Total	Total		Total		Total
Classes Held						
Artemis	18	23	128%	41	87%	47
HOPE	20	26	130%	46		***
Main Jail M5C	20	22	110%	42	117%	36
Men M8 (Viet.)	21	16	76%	37	84%	44
My Stori	24	21	88%	45	100%	45
RCP Men 1	22	23	105%	45	110%	41
RCP Men 2	19	24	126%	43	100%	43
RCP Women	20	26	130%	46	110%	42
RCP Phase 2	20	26	130%	46	61%	75
Protective Custody Men				**		39
Veterans				**		37
Totals	184	207	113%	391	82%	478
Inmate Attendance *						
Artemis	202	398	197%	600	69%	865
HOPE	465	796	171%	1,261		***
Main Jail M5C	435	493	113%	928	59%	1,571
Men M8 (Viet.)	214	109	51%	323	78%	414
My Stori	133	91	68%	224	43%	522
RCP Men 1	254	353	139%	607	64%	943
RCP Men 2	231	336	145%	567	68%	833
RCP Women	414	482	116%	896	76%	1,180
RCP Phase 2	231	336	145%	567	433%	131
Protective Custody Men				**		1,281
Veterans				**		306
Totals	2,579	3,058	119%	5,973	63%	9,497
Inmates Receiving Certificates						
Artemis	3	7	233%	10	23%	44
HOPE	14	33	236%	47		***
Main Jail M5C	18	38	211%	56	55%	101
Men M8 (Viet.)	2	5	250%	7	47%	15
My Stori	8	2	25%	10	48%	21
RCP Men 1	17	31	182%	48	63%	76
RCP Men 2	52	40	77%	92	174%	53
RCP Women	20	22	110%	42	52%	81
RCP Phase 2	7	44	629%	51	104%	49
Protective Custody Men				**		78
Veterans				**		34
Totals	141	178	126%	363	61%	593

Source: FY11 January Program Activity Report, Santa Clara County Health and Hospital System, 3 Principles Services Division

*: "Attendance" is the total number of inmates participating; a single inmate attending multiple sessions is counted multiple times.

** : The Health Realization Class was not offered in Veterans and Protective Custody units during the first half of FY 2011.

***: The Health Realization Class was not offered in the HOPE unit during FY 2010.

Prior reports included a column intended to list the percentage of inmates receiving completion certificates. This measure was found to be incorrect since the Inmate Attendance numbers include duplicate inmate counts and the Certificates listed are the number of unique certificates issued. As a result, this measure has been removed.

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Regimented Corrections Program Phase I - "RCP I"**

	FY 2011		% of 1st Half	% of FY 2010		FY 2010 Total
	1st Half Total	2nd Half Total		Total	Total	
Program Participation						
Active At beginning of Period						
Men	49	44	90%	49	70%	70
Women	35	31	89%	35	125%	28
Total	<u>84</u>	<u>75</u>	89%	<u>84</u>	86%	<u>98</u>
New Participants						
Men	133	83	62%	216	47%	461
Women	133	76	57%	209	73%	288
Total New Participants	<u>266</u>	<u>159</u>	60%	<u>425</u>	57%	<u>749</u>
Program Graduates						
Men	74	64	86%	138	59%	235
Women	36	43	119%	79	70%	113
Total	<u>110</u>	<u>107</u>	97%	<u>217</u>	62%	<u>348</u>
Released From Custody Prior to Graduation						
Men	32	12	38%	44	110%	40
Women	40	14	35%	54	96%	56
Total	<u>72</u>	<u>26</u>	36%	<u>98</u>	102%	<u>96</u>
In Custody Terminations						
Men	32	31	97%	63	34%	183
Women	61	28	46%	89	100%	89
Total	<u>93</u>	<u>59</u>	63%	<u>152</u>	56%	<u>272</u>
Enrolled At End of Period						
Men	44	20	45%	20	27%	73
Women	31	22	71%	22	38%	58
	<u>75</u>	<u>42</u>		<u>42</u>	32%	<u>131</u>

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Regimented Corrections Program Phase II - "RCP II"**

	FY 2011		% of 1st Half	% of FY 2010		FY 2010 Total
	1st Half Total	2nd Half Total		Total	Total	
Program Participation						
Active At beginning of Period						
Men	15	9	60%	15	75%	20
Women	10	4	40%	10	53%	19
Total	25	13	52%	25	64%	39
New Participants						
Men	37	51	138%	88	54%	164
Women	17	11	65%	28	36%	78
Total New Participants	54	62	115%	116	48%	242
Program Graduates						
Men	21	26	124%	47	46%	103
Women	11	7	64%	18	45%	40
Total	32	33	103%	65	45%	143
Released From Custody Prior to Graduation						
Men	9	11	122%	20	63%	32
Women	4	-	0%	4	50%	8
Total	13	11	85%	24	60%	40
In Custody Terminations						
Men	13	6	46%	19	39%	49
Women	8	2	25%	10	38%	26
Total	21	8	38%	29	39%	75
Enrolled At End of Period						
Men	9	17	189%	17	-	-
Women	4	6	150%	6	26%	23
Total	13	23	177%	23	100%	23

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
MYSTORI**

	1st Half	FY 2011		Total	% of FY 2010	FY 2010 Total
	Total	2nd Half Total	% of 1st Half			
Program Participation						
Active At beginning of Period	25	39	156%	25	119%	21
New Participants	66	36	55%	102	49%	209
Program Graduates	25	12	48%	37	79%	47
Released From Custody Prior to Graduation	20	14	70%	34	37%	91
In Custody Terminations	7	11	157%	18	38%	47
Enrolled At End of Period	39	38	97%	38	84%	45

Note:

This program is a collaborative effort between the Courts, The Department of Correction, the Department of Probation, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
HOPE**

	1st Half	FY 2011		% of FY		FY 2010
	Total	Total	% of 1st Half	Total	2010	Total
Program Participation						
Active At beginning of Period	36	26	72%	36	88%	41
New Participants	133	113	85%	246	76%	325
Program Graduates	51	48	94%	99	125%	79
Released From Custody Prior to Graduation	44	31	70%	75	67%	112
In Custody Terminations	48	33	69%	81	58%	140
Enrolled At End of Period	26	27	104%	27	77%	35

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
ARTEMIS**

	1st Half	FY 2011		Total	% of FY 2010	FY 2010 Total
	Total	2nd Half Total	% of 1st Half			
Program Participation						
Active At beginning of Period	15	22	147%	15	71%	21
New Participants	88	69	78%	157	85%	185
Program Graduates	30	18	60%	48	100%	48
Released From Custody Prior to Graduation	33	33	100%	66	92%	72
In Custody Terminations	18	17	94%	35	70%	50
Enrolled At End of Period	22	23	105%	23	64%	36

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Wings**

	1st Half	FY 2011		Total	% Of FY 2010	FY 2010 Total
	Total	2nd Half Total	% of 1st Half			
Program Participation						
Active At beginning of Period	49	67	137%	49	69%	71
New Participants	210	160	76%	370	64%	574
Program Graduates	6	9	150%	15	22%	68
Released From Custody Prior to Graduation	83	89	107%	172	80%	216
In Custody Terminations	103	79	77%	182	69%	264
Enrolled At End of Period	67	50	75%	50	52%	97

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Roadmap To Recovery**

	FY 2011		% of FY 2010	FY 2010 Total
	1st Half	2nd Half		
	Total	Total % of 1st Half	Total	
Program Participation				
Active At beginning of Period				
Men	26	23 88%	26	124%
Women	20	23 115%	20	71%
Total	46	46 100%	46	94%
New Participants				
Men	40	54 135%	94	94%
Women	50	64 128%	114	75%
Total New Participants	90	118 131%	208	83%
Program Graduates				
Men	18	23 128%	41	95%
Women	10	32 320%	42	91%
Total	28	55 196%	83	93%
Released From Custody Prior to Graduation				
Men	17	20 118%	37	206%
Women	31	31 100%	62	132%
Total	48	51 106%	99	152%
In Custody Terminations				
Men	8	9 113%	17	46%
Women	6	11 183%	17	26%
Total	14	20 143%	34	33%
Enrolled At End of Period				
Men	23	25 109%	25	109%
Women	23	13 57%	13	65%
Total	46	38 83%	38	88%

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
"Get Right" Program**

	1st Half	FY 2011		% of FY		FY 2010
	<u>Total</u>	<u>Total</u>	<u>% of 1st Half</u>	<u>Total</u>	<u>2010</u>	<u>Total</u>
Program Participation						
Active At beginning of Period	47	31	66%	47	138%	34
New Participants	122	93	76%	215	88%	243
Program Graduates		Data not available		Data not available		57
Released From Custody Prior to Graduation		Data not available		Data not available		72
In Custody Terminations		Data not available		Data not available		95
Program Release Total	138	88	1	226	101%	224
Enrolled At End of Period	31	36	116%	36	68%	53

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Due to staffing issues, tracking of graduations and completions has been discontinued in some programs.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Breaking Barriers**

	FY 2011		% of 1st Half	% of FY 2010		FY 2010 Total
	1st Half Total	2nd Half Total		Total	Total	
Program Participation						
Active At beginning of Period	49	43	88%	49	84%	58
New Participants	99	90	91%	189	70%	271
Program Graduates	█	Data not available		Data not available		57
Released From Custody Prior to Graduation	█	Data not available		Data not available		72
In Custody Terminations	█	Data not available		Data not available		95
Program Release Total	105	78	1	183	82%	224
Enrolled At End of Period	43	55	128%	55	104%	53

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Due to staffing issues, tracking of graduations and completions has been discontinued in some programs.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
V.E.T.S. Program**

	FY 2011		% of 1st Half	% of FY 2010		FY 2010 Total
	1st Half Total	2nd Half Total		Total	Total	
Program Participation						
Active At beginning of Period	7	10	143%	7	50%	14
New Participants	42	22	52%	64	45%	141
Program Graduates	3	5	167%	8	44%	18
Released From Custody Prior to Graduation	33	18	55%	51	60%	85
In Custody Terminations	3	3	100%	6	15%	40
Enrolled At End of Period	10	6	60%	6	50%	12

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Program About Change and Experience - "PACE"**

	FY 2011			FY 2010 Total
	1st Half			
	Total	Total	% of 1st Half	
Program Participation				
Active At beginning of Period	47	42	89%	47
New Participants	61	44	72%	105
Successful Program Completions	Data not available	Data not available		-
In Custody Terminations	Data not available	Data not available		-
Program Release Total	66	50	76%	116
Enrolled At End of Period	42	36		36

New
Program

Note:

Due to staffing issues, tracking of graduations and completions has been discontinued in some programs.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Day Reporting Program (not an IWF program)**

	FY 2011			Total	% of FY 2010	FY 2010 Total
	1st Half	2nd Half	% of 1st Half			
	<u>Total</u>	<u>Total</u>	<u>% of 1st Half</u>	<u>Total</u>	<u>% of FY 2010</u>	<u>FY 2010 Total</u>
Program Participation						
Active At beginning of Period	33	17	52%	33	92%	36
New Participants	136	18	13%	154	42%	367
Successful Program Completions	83	21	25%	104	44%	235
In Custody Terminations	69	14	20%	83	-	133
Enrolled At End of Period	17	-	0%	-	49%	35

The Day Reporting Program was discontinued in February, 2011.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Weekend Work Program - "WWP" (not an IWF program)**

	FY 2011		% of 1st Half	% of FY 2010		FY 2010 Total
	1st Half Total	2nd Half Total		Total	2010	
Program Participation						
Active At beginning of Period						
Weekday	330	157	48%	330	388%	85
Weekend	458	456	100%	458	87%	525
Total	<u>788</u>	<u>613</u>	78%	<u>788</u>	129%	<u>610</u>
New Participants						
Weekday	1,698	1,581	93%	3,279	88%	3,717
Weekend	2,839	2,567	90%	5,406	93%	5,803
Total	<u>4,537</u>	<u>4,148</u>	91%	<u>8,685</u>	91%	<u>9,520</u>
Successful Program Completions						
Weekday	1,112	1,015	91%	2,127	92%	2,312
Weekend	1,853	1,792	97%	3,645	85%	4,279
Total	<u>2,965</u>	<u>2,807</u>	95%	<u>5,772</u>	88%	<u>6,591</u>
Unsuccessful Completions						
Weekday	759	723	95%	1,482	118%	1,257
Weekend	988	1,094	111%	2,082	102%	2,049
Total	<u>1,747</u>	<u>1,817</u>	104%	<u>3,564</u>	108%	<u>3,306</u>
Enrolled At End of Period						
Weekday	157	-		-		233
Weekend	456	137	30%	137		-
Total	<u>613</u>	<u>137</u>	22%	<u>137</u>	59%	<u>233</u>

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2011
Programs Performance Report
Public Service Program - "PSP" (not an IWF program)**

	FY 2011		% of 1st Half	% of FY 2010		FY 2010 Total
	1st Half Total	2nd Half Total		Total	2010	
Program Participation						
Active At beginning of Period	42	27	64%	42	95%	44
New Participants	127	134	106%	261	129%	202
Successful Program Completions	101	97	96%	198	-	Data Not Available
In Custody Terminations	41	39	95%	80	-	
Enrolled At End of Period	27	25		25	-	

Source: DOC Programs Unit

County of Santa Clara
Inmate Welfare Fund

180 W. Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX: 288-8271



John Hirokawa
Chief of Correction

Prepared By: Remy Legaspi
IWF Management Analyst

Date: October 17, 2011
To: Inmate Welfare Fund Committee
From: Martha Wapenski, Director Administrative Services
Subject: Nutritional Standards and Guidelines for Healthy Food Choices

Recommended Action

Accept informational report relating to the preparation of nutritional standards and guidelines for foods that are purchased, served, or offered at County facilities and provided by County departments.

Financial Implications

There are no financial implications associated with the recommended action. It is for informational purposes only.

Reasons for Recommendation

On December 14, 2010, as part of a countywide effort, the Board of Supervisors called for an assessment of the food that is being offered to our custodial population, employees and visitors. The Board asked the Public Health Department to report back through the Health and Hospital Committee on the preparation of nutritional standards and guidelines for foods that are purchased, served, or offered at County facilities and provided by County departments. One of the objectives of the referral was to ensure that the food and beverages purchased for our custodial populations with public money meet certain nutritional criteria.

The County Executive's Office convened a multi-department work group to ensure that the nutritional standards would be successfully implemented throughout the County operations. The Department of Correction is serving on this workgroup.

The department's objective is to improve the nutritional content of items sold through the commissary. To support this effort, the IWF staff is currently working with Keefe to add healthy items in the commissary menu that meet the following nutritional criteria and guidelines:

- 30% or less calories from fat
- 10% or less calories from saturated fat
- Trans fat free (less than 0.5 grams of trans fat per serving)
- Sodium for grains/breads less than 215 mg per serving
- Sodium for items other than grains/breads less than 480 mg per serving
- Cereal items to contain less than 6 grams of sugar and more than 3 grams of fiber per serving
- Beverages-less than 25 calories per 8 oz. serving other than 100% juice or milk

In addition, staff has requested Keefe to ensure that pricing structure is designed to encourage the purchase of healthy foods. The IWF staff expects to report on the progress of the changes at the next IWF meeting.

Background

The goal of the Board of Supervisors is to support healthy living by making sure that food and beverages offered, purchased or served at county facilities meet certain nutritional standards. One of the ways that the County can promote the prevention of chronic disease for our custodial populations, employees, and visitors is to offer food options of maximum nutritional value such as more plant-based diet, more nutrient-dense foods and propose a reduction in daily salt consumption.

The committee met with departments serving food/beverages to custodial populations to review each department's current menus, existing mandates, and procurement processes, and have each department identify what changes would be required to meet the draft nutritional standards. The committee is continuing its work with departments and plans are underway to complete the process and make all final recommendations on the implementation later this year to Health and Hospital Committee and the Board of Supervisors.

Consequences of Negative Actions

Without acceptance of this report, the IWF Committee will not receive information relating to the nutritional standards and guidelines for foods that are purchased, served or offered at County facilities and provided by County departments.

County of Santa Clara Inmate Welfare Fund



180 W. Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX: 288-8271

John Hirokawa
Chief of Correction

Prepared by: Remy Legaspi
Management Analyst

Date: October 17, 2011
To: Inmate Welfare Fund Committee
From: Martha Wapenski, Director Administrative Services
Subject: Keefe Commissary Network's Request for Price Increase

Recommended Action

Approve the following recommendations regarding Keefe Commissary Network's request for price increases:

- a. Approve price increases on seventy-one commissary item listed in Attachment I, as noted in the column titled "Staff's Proposed Price" in response to Keefe's request for price increases.
- b. Deny Keefe's request for price increases on thirty-three commissary items listed in Attachment I, section B.

Financial Implications

Approval of the recommended action is expected to have a positive impact on Inmate Welfare Fund (IWF) commissary commissions. However, commissary revenue is dependent upon variable such as inmate population, the reaction of inmates to price changes, funds available to inmates to purchase commissary items, and the availability of products.

Reasons for Recommendation

The contract with Keefe states "The County will consider Keefe's written requests to modify commissary prices when the modification is due to changes in Keefe's costs including, but not limited to manufacturer price changes, product changes, labor, equipment, shipping or software-related costs. All written requests for price increases must be accompanied by appropriate documentation, as determined by the County, to substantiate the requested price increases. The County will make a decision whether to approve or deny the requested price modification. Keefe shall have the right to implement such price increases ten

working days after written notice is given and approved in writing by the County. The decision to deny or approve price modifications is the sole discretion of the County.”

Keefe’s justification includes notices from product manufacturers advising Keefe that wholesale prices would increase due to the rising costs of coffee, sugar, flour, dairy proteins, vegetable oil and transportation costs. Keefe stated that all price increases are the result of the increasing costs of commodities that were passed on to Keefe.

Background

The DOC negotiated an amended agreement with Keefe that included an overall price increase averaging 7.6%, which was implemented in January 2006. Prior to 2006, Keefe had requested minimal price increases on a few items only two times between 2002 and 2006, which were all due to manufacturer price increases. The 7.6% price increase not only brought Keefe’s price structure up-to-date, it was also due, in part, to the DOC’s request for a 2.5% increase in commission rate and annual bonuses of \$30,000 in FY2006, \$60,000 in FY2007, and \$90,000 in FY2008, to increase commissary revenue for the IWF.

In FY2007, Keefe requested price increases on 34 items listed on the commissary menu, which were subsequently approved by the DOC.

In FY2008, Keefe requested price increases on 48 items listed on the commissary menu, which were subsequently approved by the DOC.

In FY2011, Keefe requested price increases on 57 items listed on the commissary menu, which were subsequently approved by the DOC.

On August 11, 2011, Keefe submitted a request for price increases on 104 of the 203 items that are currently available to inmates through commissary. Keefe has not suggested pricing increase on any hygiene items, understanding the sensitive nature and inmate need for these specific items. IWF staff worked closely with Keefe to reduce some of the suggested price increases. After substantial discussion between Keefe and IWF staff, Keefe submitted a revised price list on 71 items on September 12, 2011, which staff confirmed are consistent with the price increases Keefe sustained through their manufacturers. Staff concluded that there is sufficient justification for the price increases. However, there is concern that price increase may increase the number of commissary-related inmate grievances and complaints.

Consequences of Negative Action

Keefe would not be able to increase prices, which may impact commissary revenue for the IWF.

Attachment

- Attachment I – Summary of Keefe’s Price Increase Request in FY2012

Board of Supervisors: Dave Cortese, Ken Yeager, Liz Kniss, George Shirakawa, Mike Wasserman
County Executive: Jeffrey V. Smith

Summary of Keefe's Price Increase Request in FY 2012

Alias	PRICE	Current Price	Keefe's Proposed Increase	Diff	% of Increase	DOC's Proposed Price Increase	Diff	% of Increase	Diff bet. DOC & Keefe
a	b	c	d	e	f	g	h	i	j
2005	TC COFFEE (1-STICK)	0.30	0.35	0.05	17%	0.35	0.05	17%	0%
2006	DECAF COFFEE (1-STICK)	0.31	0.36	0.05	16%	0.36	0.05	16%	0%
2011	KF DECAF(CLRPK W/ZIP)3 OZ	4.00	4.10	0.10	2%	4.05	0.05	1%	-1%
2016	NESCAFE 4OZ CLRPK W/ZIP	4.80	4.90	0.10	2%	4.85	0.05	1%	-1%
2034	TEA BAGS W/TAGS 100 CT	2.80	2.90	0.10	4%	2.85	0.05	2%	-2%
2068	(10/PK)HOT CHOCOLATE	4.20	4.30	0.10	2%	4.25	0.05	1%	-1%
2070	S.S. HOT COCOA	0.40	0.45	0.05	13%	0.45	0.05	13%	0%
2071	10 OZ. HOT COCOA CLR (KF)	4.55	4.65	0.10	2%	4.60	0.05	1%	-1%
2083	SUGAR TWIN BOX 100 CT.	1.90	2.00	0.10	5%	1.95	0.05	3%	-3%
2114	KF GEORGIA PEACH DRNK CLR	1.85	1.95	0.10	5%	1.90	0.05	3%	-3%
2120	N/S SS LEMONADE	0.35	0.40	0.05	14%	0.40	0.05	14%	0%
2205	S.S. TEA W/LEMON	0.35	0.40	0.05	14%	0.40	0.05	14%	0%
2210	S.S. FRUIT PUNCH	0.35	0.40	0.05	14%	0.40	0.05	14%	0%
2303	6OZ ORANGE DRINK (CLEAR)	1.85	1.95	0.10	5%	1.90	0.05	3%	-3%
2310	6OZ LEMONADE - CLEAR	1.85	1.95	0.10	5%	1.90	0.05	3%	-3%
2664	MACARONI & CHEESE 3 OZ	1.45	1.50	0.05	3%	1.50	0.05	3%	0%
3007	ZC DUPLEX CREMES 14 OZ	3.00	3.10	0.10	3%	3.05	0.05	2%	-2%
3010	ZC SOFT CHOC CHIP COOKIES	0.85	0.90	0.05	6%	0.90	0.05	6%	0%
3015	SOFT OATMEAL RAISIN COOKI	0.85	0.90	0.05	6%	0.90	0.05	6%	0%
3039	MARIA COOKIE	1.65	1.70	0.05	3%	1.70	0.05	3%	0%
3198	2/PK STRWBRY TSTR PASTRY	1.00	1.10	0.10	10%	1.05	0.05	5%	-5%
3230	(EA) ZC PB WAFERS	0.60	0.65	0.05	8%	0.65	0.05	8%	0%
3329	ZC LONG JOHN-JELLY FILLED	1.50	1.55	0.05	3%	1.55	0.05	3%	0%
4001	M&M PEANUT	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4005	BUTTERFINGER	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4010	SNICKERS BAR	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4013	MILKY WAY CANDY BAR	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4019	CHICK O STICK	0.35	0.37	0.02	6%	0.37	0.02	6%	0%
4031	TWIX BAR	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4035	REESES P/BUTTER CUP	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4038	NUTRAGEOUS BAR	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4040	SKITTLES	1.00	1.10	0.10	10%	1.05	0.05	5%	-5%
4041	PEANUT BUTTER CLUSTER	1.00	1.10	0.10	10%	1.05	0.05	5%	-5%
4043	SNICKERS W/ ALMONDS	1.15	1.25	0.10	9%	1.20	0.05	4%	-4%
4120	ROOTBEER BARRELS	1.10	1.20	0.10	9%	1.15	0.05	5%	-5%
4146	ATOMIC FIRE BALLS	1.10	1.20	0.10	9%	1.15	0.05	5%	-5%
4150	SOUR FRUIT BALLS 4.25OZ	1.10	1.20	0.10	9%	1.15	0.05	5%	-5%
6000	CWE CHICKEN RAMEN NOODLE	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6002	CWE BEEF RAMEN NOODLE	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6003	CWE CAJUN SHRIMP W/LIME	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6004	CWE TEXAS BEEF RAMEN	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6005	CWE CHILI RAMEN NOODLE	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6007	CWE CAJUN CHICKEN RAMEN	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6011	CWE HOT & SPICY VEG RAMEN	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6016	LIME CHILI W/SHRIMP RAMEN	1.05	1.15	0.10	10%	1.10	0.05	5%	-5%
6047	SV SPICY REFRIED BEANS	2.75	2.85	0.10	4%	2.80	0.05	2%	-2%
6079	WHOLE SHABANG 1.5 OZ	0.75	0.80	0.05	7%	0.80	0.05	7%	0%
6100	POTATO CHIPS	0.75	0.80	0.05	7%	0.80	0.05	7%	0%
6105	BBQ POTATO CHIPS	0.75	0.80	0.05	7%	0.80	0.05	7%	0%
6125	HOT CHIPS 1.5 OZ	0.75	0.80	0.05	7%	0.80	0.05	7%	0%
6126	SOUR CREAM ONION 1.5 OZ	0.75	0.80	0.05	7%	0.80	0.05	7%	0%
6134	ML CARAMEL POPCORN	1.50	1.60	0.10	7%	1.55	0.05	3%	-3%
6136	POPCORN 1.5 OZ.	0.85	0.90	0.05	6%	0.90	0.05	6%	0%
6137	1.5 OZ CHEESE POPCORN	0.85	0.90	0.05	6%	0.90	0.05	6%	0%

Summary of Keefe's Price Increase Request in FY 2012

Alias	PRICE	Current Price	Keefe's Proposed Increase	Diff	% of Increase	DOC's Proposed Price Increase	Diff	% of Increase	Diff bet. DOC & Keefe
6150	KEEFE 10OZ NACHO CHIPS	3.25	3.35	0.10	3%	3.30	0.05	2%	-2%
6171	HOT-N-SPICY CRNCHIPS 12OZ	2.95	3.05	0.10	3%	3.00	0.05	2%	-2%
6262	MAYONNAISE 12PK	1.10	1.15	0.05	5%	1.15	0.05	5%	0%
6263	MUSTARD 12PK	0.90	0.95	0.05	6%	0.95	0.05	6%	0%
6264	BAGO KETCHUP 12PK	1.06	1.10	0.04	4%	1.10	0.04	4%	0%
6321	O"BRIEN'S BF & CHED STK	1.65	1.70	0.05	3%	1.70	0.05	3%	0%
6349	WHOLE ENCHILADA PARTY MIX	2.25	2.35	0.10	4%	2.30	0.05	2%	-2%
6400	(EA) GRANOLA BAR CHOC CHP	0.55	0.60	0.05	9%	0.60	0.05	9%	0%
6428	CA SHARP CHDR CHS SQUEEZE	0.85	0.95	0.10	12%	0.90	0.05	6%	-6%
6429	CA JALAP CHEESE SQUEEZE	0.90	1.00	0.10	11%	0.95	0.05	6%	-6%
6540	ZC STRAWBERRY CEREAL BAR	0.50	0.55	0.05	10%	0.55	0.05	10%	0%
6600	FLOUR TORTILLAS	2.60	2.70	0.10	4%	2.65	0.05	2%	-2%
6673	RICE NOODLES	1.50	1.60	0.10	7%	1.55	0.05	3%	-3%
6680	HOT CHSE CRUNCHIES 4.5OZ	2.10	2.15	0.05	2%	2.15	0.05	2%	0%
6682	CHILI CHEESE CORN CHIPS	1.65	1.70	0.05	3%	1.70	0.05	3%	0%
6700	SV REFRIED BEANS	2.29	2.40	0.11	5%	2.35	0.06	3%	-2%
6711	HOT CHILI REFRI BEAN&RICE	1.65	1.75	0.10	6%	1.70	0.05	3%	-3%

SECTION B

IWF Staff Recommends Denying Price Increases for the Items Listed Below

Alias	PRICE	Current Price	Keefe's Proposed Increase	Diff	% of Increase	DOC's Proposed Price Increase	Diff	% of Increase	Diff bet. DOC & Keefe
2010	4OZ KEEFE COFFEE	6.00	6.10	0.10	2%	6.00	0.00	0	-2%
2031	HAZELNUT LIQUID CREAMER	0.16	0.17	0.01	6%	0.16	0.00	0	-6%
2032	IRISH CRM LIQUID CREAMER	0.16	0.17	0.01	6%	0.16	0.00	0	-6%
2041	BC FRNCH VAN CAPPUCINO	5.51	5.61	0.10	2%	5.51	0.00	0	-2%
2666	CHEESY RICE 2 OZ	0.97	1.00	0.03	3%	0.97	0.00	0	-3%
3006	ZC VANILLA CREMES 14OZ	3.35	3.45	0.10	3%	3.35	0.00	0	-3%
3008	ZC CHOCOLATE CREMES 14OZ	3.35	3.45	0.10	3%	3.35	0.00	0	-3%
3033	ZC PEANUT BUTTR CRMS 14OZ	3.35	3.45	0.10	3%	3.35	0.00	0	-3%
3035	ZC CHOC CHIP COOKIES 6OZ	1.92	1.97	0.05	3%	1.92	0.00	0	-3%
3083	ZC STRAWBERRY CREMES 14OZ	3.50	3.60	0.10	3%	3.50	0.00	0	-3%
3110	SIMPLY SOCIAL CRACKERS	2.60	2.70	0.10	4%	2.60	0.00	0	-4%
3245	(EA)ZC D-DUNX	0.57	0.63	0.06	11%	0.57	0.00	0	-11%
3248	ZC ICED SWIRL	1.04	1.10	0.06	6%	1.04	0.00	0	-6%
3260	4 OZ CRUMB COFFEE CAKE	1.20	1.25	0.05	4%	1.20	0.00	0	-4%
3270	ZC CHOC CREME CUPCAKE	1.56	1.60	0.04	3%	1.56	0.00	0	-3%
3274	ZC MONSTER ICED BUNEEZ	1.85	1.90	0.05	3%	1.85	0.00	0	-3%
3290	ZC STRAWBERRY ZU ZU 2/PK	1.04	1.10	0.06	6%	1.04	0.00	0	-6%
3291	ZC WHAM WHAMS	1.40	1.45	0.05	4%	1.40	0.00	0	-4%
4110	LEMON DROPS	1.21	1.30	0.09	7%	1.21	0.00	0	-7%
4151	NOW & LATERS ASST.	1.54	1.60	0.06	4%	1.54	0.00	0	-4%
6050	KK INSTANT RICE	2.35	2.45	0.10	4%	2.35	0.00	0	-4%
6127	HOT SPICY PORK RINDS	1.90	2.00	0.10	5%	1.90	0.00	0	-5%
6174	BC HOT CHILI W/ BEANS	3.64	3.70	0.06	2%	3.64	0.00	0	-2%
6176	BC BEEF STEW	3.90	3.95	0.05	1%	3.90	0.00	0	-1%
6415	SS PEANUT BUTTER	0.73	0.75	0.02	3%	0.73	0.00	0	-3%
6606	SALTED PEANUTS 1.75 OZ	1.24	1.30	0.06	5%	1.24	0.00	0	-5%
6166	C.A. BBQ CORN CHIPS 12OZ.	3.90	4.00	0.10	3%	3.90	0.00	0	-3%

County of Santa Clara

Inmate Welfare Fund Committee

180 West Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX 808-3656



Chief of Correction

John Hirokawa

Prepared By: Remy Legaspi
Management Analyst

October 17, 2011

TO: Inmate Welfare Fund Committee
FROM: Martha Wapenski, Director, Administrative Services
SUBJECT: Inmate Welfare Fund Committee Meeting Schedule for 2012

Recommended Action

Approve the Inmate Welfare Fund Committee (IWFC) meeting schedule for calendar year 2012.

Financial Implications

There are no financial implications associated with the recommended action.

Reasons for Recommended Action

Section 8 of the Rules of the IWFC state the IWFC will meet twice a year or more often if deemed as necessary. Approval of the schedule as submitted will ensure the timely flow of information to and from the IWFC during IWF financial planning and contract development processes.

Consequences of Negative Action

Without approval of the recommended action, the IWFC will not have a 2012 meeting schedule.



County of Santa Clara
Inmate Welfare Fund Committee
180 West Hedding Street, San Jose, CA 95110-1772
Tel: (408) 808-3640 Fax: (408) 808-3656

Members of the Committee

- John Hirokawa, Chief of Correction & Chairperson
- Pete Rode, Assistant Sheriff and Vice Chairperson
- Maryann Barry, Director, Custody Health Services
- Captain Toby Wong, Elmwood Complex Commander
- Mary Greenwood, Public Defender
- Captain Kevin Heilman, Main Jail Complex Commander
- Captain David Sepulveda, Administrative Commander
- Captain Troy Beliveau, Support Services Commander
- Jeff Schwartz, Public Representative Experienced in Inmate Programs

**Inmate Welfare Fund Committee
Meeting Schedule for 2012**

NEW MEETING LOCATION

All IWF Committee meetings are held at the East Wing Lower Level Conference room at
70 West Hedding Street, San Jose, California 95110

MEETING DATE	SUBMITTALS DUE*
Wednesday, February 8, 2012, 10 a.m.	Wednesday, January 4, 2012
Wednesday, May 2, 2012, 10 a.m.	Wednesday, March 28, 2012
Wednesday, October 10, 2012, 10 a.m.	Wednesday, September 5, 2012

* Items to be submitted to the IWF Committee for consideration must be submitted to the Director of Administrative Services at 180 West Hedding Street, San Jose, California 95110 or via fax at (408) 808-3656 on or before the due date listed above.