

County of Santa Clara
Department of Correction
Administration




PSJC DOC01 052507

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DATE: May 25, 2007

TO: Supervisor Blanca Alvarado, Chairperson
Supervisor Ken Yeager, Vice-Chairperson
Public Safety & Justice Committee

FROM: 
Edward Flores
Chief of Correction

SUBJECT: Fiscal Year 2008 Inmate Welfare Fund Spending and Budget Reduction Plan

RECOMMENDED ACTION

Accept the Fiscal Year 2008 Inmate Welfare Fund Spending and Budget Reduction Plan and forward to the Board of Supervisors for review and approval.

FISCAL IMPLICATIONS

Approval of the recommended action will have no impact to the General Fund. This spending plan is consistent with the FY 2008 Recommended Budget.

REASONS FOR RECOMMENDATION

At the January 11, 2007 PSJC meeting, the Public Safety and Justice Committee (PSJC) directed the Department of Correction (DOC) to submit the FY 2008 IWF Spending Plan. Also, the Rules of the Santa Clara County, Department of Correction, Inmate Welfare Fund Committee (IWFC), Section 3.B, Duties of Members indicates, ". . . the duties of the Inmate Welfare Fund Committee are . . . develop annual IWF Spending Plans, to include an annual operational reserve, for submittal to the Board of Supervisors for approval."

BACKGROUND

Financial Impact: Reduce Ongoing IWF Expenses by \$776,780 The IWF currently funds 5.0 FTE Correctional Officers for the Elmwood Kitchen Operations. The DOC's FY2008 Recommended Budget proposes funding this Correctional Officer Post with COPS Grant funds. As such, the IWF no longer needs to fund this Post. There is no known operational impact to the IWF or inmate services associated with this recommendation.

The IWFC functions under delegated authority of the Board of Supervisors to administer the IWF including creating administration policies, developing spending plans and financial reports, recommending uses of the IWF, and evaluating IWF activities.

On October 11, 2006, the IWFC approved in concept, a proposal to reduce ongoing expenditures in the IWF totaling \$999,000 in FY 2008. In an effort to follow the County's FY 2008 Budget Reduction Plan and timelines, staff proposed expenditure reduction targets for all IWF expenditures categories including Salaries and Benefits, Operating and Inmate Expenses, and Inmate Program and Service Contracts. Reduction targets were based on time study allocations and a proportional share of total IWF expenses.

On January 11, 2007, the Public Safety and Justice Committee (PSJC) accepted, in concept, the Department of Correction's (DOC) FY 2008 IWF Spending Plan and referred it to the Board of Supervisors with recommendations. On January 23, 2007, the Board of Supervisors accepted, in concept, the DOC's FY 2008 IWF Spending Plan and referred it to the FY 2008 Budget Process for discussion, as recommended by the PSJC.

On March 21, 2007, the IWFC developed and approved the FY 2008 IWF Spending Plan in alignment with the Board approved concept. The Spending Plan (Attachment I) and Position Allocation (Attachment II) reflects FY 2008 revenues of \$3,463,000.00 and Fund Balance Rollover of \$944,504.00, for a total available fund balance of \$4,407,504.00. In addition, the FY 2008 Spending Plan reflects expenditures totaling \$3,419,372.00. The net FY 2008 income of \$43,628 will augment the Fund Balance. The DOC is submitting the FY 2008 Spending Plan and Budget Reduction Strategy to the PSJC for consideration. A one-page outline of the IWFC's recommendations is included as Attachment III.

IWFC Budget Reduction Strategy Plan

1. Remove the expense for 5.0 FTE Correctional Officer Positions (Elmwood Kitchen Officers) from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$776,780

The IWF currently funds 5.0 FTE Correctional Officers for the Elmwood Kitchen Operations. The DOC's FY2008 Recommended Budget proposes funding this Correctional Officer Post with COPS Grant funds. As such, the IWF no longer needs to fund this Post. There is no known operational impact to the IWF or inmate services associated with this recommendation.

2. Remove the expense for 1.0 FTE Law Enforcement Clerk Position Assigned to Elmwood Visitation from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$101,499

The IWF currently funds 1.0 FTE Law Enforcement Clerk (LEC) at the Elmwood Visitation Center. The DOC's FY 2008 Recommended Budget proposes funding this Law Enforcement Clerk Position through General Fund. As such, the IWF no longer needs to fund this LEC position. There is no operational impact to the IWF or inmate services associated with this recommendation.

3. Remove the expense for 0.5 FTE Information Systems Analyst II Position from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$72,904

The IWF currently funds 1.0 FTE Information Systems Analyst II position in the ISD Support Unit. The DOC's FY 2008 Recommended Budget proposes funding this 0.50 FTE Information Systems Analyst II Position through General Fund. The 2006 IWF Time Studies indicated this position could be reduced to 0.5 FTE with no impact to the IWF.

4. Remove the expense for 1.0 FTE Law Enforcement Clerk/Law Enforcement Records Technician Position Assigned to the Administrative Booking Unit from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$101,499

The IWF currently funds 2.5 Law Enforcement Clerk (LEC)/Law Enforcement Records Technician (LERT) positions in the Administrative Booking Unit. Of those currently funded, only 1.5 FTE s provide essential support for inmate programs by performing a detailed assessment of each inmate's booking record for program eligibility (i.e., no active warrants, custody holds, etc.); releasing inmates who are cleared for programs; maintaining all program booking records; auditing program records to ensure accurate reporting of inmate program attendance; and notifying Courts of any program failures by issuance of a No Show Affidavit.

The DOC's FY 2008 Recommended Budget proposes funding this LEC/LERT position with General Fund. As such, the IWF no longer needs to fund this LEC position. The 2006 IWF Time Studies indicated 1.0 FTE LEC/LERT could be reduced with no impact to the IWF. The remaining 1.5 FTE LEC/LERT positions are sufficient to meet the current IWF workload in the Administrative Booking Unit.

- 5.

Remove the expense for 0.85 FTE Program Manager II Position Assigned to the Programs Unit from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$126,528

The IWF currently funds 0.85 FTE Program Manager II position in the Programs Unit. This position is responsible for the day-to-day management and direct supervision of 10.5 staff assigned to rehabilitative duties in the Programs Unit. The DOC's FY 2008 Recommended Budget proposes funding this position through General Fund. There is no operational impact to the IWF or inmate services associated with this recommendation.

6. Modify IWF Position Allocation to Reflect Restructure of Financial Services Division, Reducing the IWF Fiscal FTE Allocation by 0.35 FTE

Financial Impact: Reduce Ongoing IWF Expenses by \$34,733

Recommended actions include:

- A. Add 0.20 FTE Accountant III Position and Increase Ongoing IWF Expenses by \$24,350; and
- B. Delete 0.10 FTE Accountant Assistant Position and Reduce Ongoing IWF Expenses by \$8,481; and
- C. Delete 0.15 FTE Account Clerk II Position and Reduce Ongoing IWF Expenses by \$11,739; and
- D. Delete 0.20 FTE Fiscal Officer Position and Reduce Ongoing IWF Expenses by \$25,153; and
- E. Delete 0.10 FTE Senior Accountant Position and Reduce Ongoing IWF Expenses by \$13,710

On July 1, 2006, the DOC implemented a restructure of the Financial Services Division to separate IWF-related accounting functions from General Fund-related accounting functions. This restructure resulted in the consolidation of IWF-related accounting functions from portions of six staff to three dedicated staff. The decision was made based, in part, on the 2006 IWF Time Studies, which indicated 3.0 FTE would be sufficient to perform all IWF-related accounting functions.

However, the restructure did not include a provision for peak workload periods (i.e., training, year-end-close, audits, special projects, etc.), or the need to backfill when any of the three IWF-dedicated staff are not available, either due to time off, training, or staff turnover. To address this staffing concern, the DOC recommends maintaining 0.50 FTE Account Clerk II position to provide periodic staff relief for IWF-related accounting functions on an as needed basis.

Action items 6 A through 6 E on the previous page, if approved, will have no negative impact on IWF operations.

- 7.

Add the expense for 0.20 FTE Administrative Services Manager, Correction Position in Administration to IWF Funding Allocation

Financial Impact: Increase Ongoing IWF Expenses by \$34,166

On January 17, 2007, the IWFC modified the Rules of the Santa Clara County Inmate Welfare Fund Committee to remove the Fiscal Officer as the IWFC's ex-officio financial advisor, and change the role of the Administrative Services Manager, Correction from its former status as a voting member of the IWFC, to serve as lead staff to the IWFC. As lead staff to the IWFC, the ASM will be responsible for the coordination of IWFC meetings; preparation, posting and distribution of all IWFC meeting agendas and summaries; informing the IWFC on matters concerning the IWF; and ensuring all funding requests are routed through staff before submission to the IWFC for consideration.

There is no known negative impact to IWF operations or inmate services associated with this recommendation.

8. Remove expense for Vocational Landscape and Garden Program from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$88,500

The current contract for this program expires June 30, 2007. The DOC recommends eliminating this program due to low attendance, vendor performance, and staffing issues related to the supervision and oversight of the program.

The Fiscal Year 2007 first and second quarter reports submitted by the contractor indicate 144 men enrolled in this program, of which, only one participant completed all six modules and received a graduation certificate. Similarly, out of 285 women enrolled in the program, only four women completed all six competencies and received a graduation certificate. Elimination of this program may impact inmate access to hands-on vocational landscaping and gardening training.

9. Remove expense for Roadmap to Recovery Workbooks from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$5,000

Currently, the IWF provides \$5,000 in funding for the purchase of Roadmap to Recovery Workbooks. The Roadmap to Recovery program model allows DOC to serve inmates, referred to programs by the Courts, who are unable to access classes or groups due to their security levels. The Roadmap to Recovery self-paced reading workbooks address a variety of topics including substance abuse, parenting, anger management, and many other topics. The Programs Unit is currently utilizing mostly volunteer/intern staff to distribute the workbooks to inmates in areas where there is presently no other programming available. As part of the budget reduction plan, services to non-programming areas may be affected as there will be no additional staff to supervise volunteer/intern staff and staff will not have the time to distribute and track the workbooks. The IWFC recommends the elimination of the Roadmap to Recovery Workbooks in FY 2008.

Eliminating the Roadmap to Recovery Workbooks will not have a significant impact on inmate services.

- 10.

Remove expense for IWF Funding Allocation for Day Reporting Program Bus Passes from IWF Funding Allocation

Financial Impact: Reduce One-Time IWF Expenses by \$20,000

Currently, the IWF provides \$20,000 to reimburse the Probation Department for daily bus passes provided to inmates in the Work Furlough program who participate in the Regimented Corrections Phase II program at the DOC's Brokaw Road Day Reporting Center. In the FY 2008 Recommended Budget, Probation proposes closing Work Furlough. For this reason, the Workgroup recommends eliminating funding for the bus passes.

11. Reduce expense for Inmate Incentive Sodas from \$35,000 to \$17,500 from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$17,500

The Approved Modified FY 2007 IWF Spending Plan includes \$35,000 for Inmate Incentive Sodas to be distributed as part of the inmate cleanliness incentive program. However, IWF expenditure reports as of December 31, 2006, indicate this line item can be reduced by \$17,500 with no impact to inmate services.

12. Reduce expense for Inmate Incentive Meals from \$117,500 to \$111,500 from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$6,000

The FY 2007 IWF Spending Plan includes \$117,500 in ongoing funding for inmate worker incentive meals. IWF expenditures to date indicate the allocation for IWF Incentive Meals can be reduced by \$6,000 with no impact to inmate services or IWF operations.

13. Reduce expense for Subscriptions from \$5,000 to \$1,000 from IWF Funding Allocation

Financial Impact: Reduce Ongoing IWF Expenses by \$4,000

The San Francisco Chronicle provides free newspapers for all DOC housing units and the IWF continues to fund weekly delivery of El Observador for all facilities. With these two subscriptions, current year expenditures indicate this line item can be reduced to \$1,000 with no impact to IWF operations.

14. Realize savings of \$37,227 from one-time costs which occurred in FY 2007 for the purchase of two modular units

Financial Impact: Decrease One-time IWF expenses by \$37,227

In September 2005, the IWFC approved the purchase of two modular units for programs at the Elmwood Women's Facility. Previously, the DOC was leasing these modular units. However, the purchase of the two

modular units was not completed until FY 2007 due to pending repairs that needed to be completed by the vendor. As such, the fund allocation was rolled over to FY 2007, and the purchase was completed in October 2006. Since the transfer of the property was concluded in October 2006, these one-time costs will not reoccur in FY 2008.

15. Realize savings of \$3,821 from one-time cost that occurred in FY 2007 for the completion of the lease of two modular units that were purchased as described in item 14 above

Financial Impact: Decrease One-time IWF expenses by \$3,821

In September 2005, the IWFC approved the purchase of two modular units for programs at the Elmwood Women's Facility. Previously the DOC leased the modular units at a cost of approximately \$10,000 per year. However, the purchase of the two modular units was not completed until FY 2007 due to pending repairs that needed to be completed by the vendor. In July 2006, the IWFC approved a one-time funding allocation of \$2,080 for FY 2006, and \$1,680 for FY 2007 to complete the lease payments to the property owner. Since the transfer of the property was concluded in October 2006, the IWF no longer needs to for pay the lease of the modular unit and these costs will not reoccur if FY 2008.

16. Recognize Increased allocation of \$4,320 for the IWF Audit as approved by the IWFC in November 15, 2006:

Financial Impact: There is no financial impact to the IWF as the FY 2007 Approved Modified Spending Plan includes this ongoing expenditure

In FY 2007, the IWFC initially approved \$8,000 for IWF Audit Costs. This amount was based on the previous contract amount. At the time the DOC submitted the FY 2008 IWFC concept spending plan, this figure was included as part of the IWF FY 2008 IWF Concept reduction plan that was submitted to the PSJC and later to the Board of Supervisors to accept in concept. However, on November 15, 2006, the IWFC approved an additional \$4,320 in funding per vendor's increased audit quote. The total amount approved by the IWFC for IWF Audit Costs was increased from \$8,000 to \$12,320; an increase of \$4,320.

CONSEQUENCES OF NEGATIVE ACTION

The Board of Supervisors would not receive the FY 2008 IWF Spending and Budget Reduction Plan for review and approval.

ATTACHMENTS

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- FY 2008 Inmate Welfare Fund Spending and Reduction Plan

- FY 2008 IWF Position Allocation
- FY 2008 Budget Reduction Strategy