



**Sheriff's Office
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: February 5, 2019

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Personnel Resolution attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

CONTACT PERSON: Ed Lardner, Grant Specialist PHONE: (559) 802-9462

SUBJECT: Approve a personnel resolution.

REQUEST(S):

That the Board of Supervisors:

1. Approve a Personnel Resolution to increase the position allocation by adding one (1) FTE "Inmate Program Specialist", effective February 17, 2019.
2. Authorize the necessary budget adjustments per the attached AUD 308 (4/5ths vote required).
3. If AB 109 funding is not sufficient to fully fund this additional position in the future fiscal years, such position shall be deleted so as not to incur any Net County Cost, unless there are extenuating circumstances justifying retention of the affected positions and such position shall be approved by the Board of Supervisors.

SUMMARY:

The Tulare County Sheriff's Office (TCSO) Inmate Programs Unit and the Workforce Investment Board of Tulare County (WIB) are collaborating to assist the TCSO inmate population with a successful transition from jail to community employment. This collaborative approach will be called the "Pathways to Employment" program (PEC). This partnership will allow a career coach from WIB and an Inmate Program Specialist (IPS) from TCSO to work with inmates, providing the tools necessary to return to the community and find employment. The job readiness workshops will be occurring weekly, to include: completing applications, resumes, interviewing skills/mock interviews, appearance, how to answer questions regarding offender status, teamwork, communication, attitude, cultural diversity,

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following directions, problem-solving, responsibility, customer service, financial literacy and other needs.

Inmates will utilize the mobile computer lab to prepare a resume and complete job applications. The WIB/TCSO team will create individualized services for each inmate, using job readiness assessments to determine skill levels and address specific needs that WIB will assist with upon release from TCSO custody.

The PEC program agreement between TCSO and WIB is still being formulated and is anticipated to be presented to the Board in the near future.

In reviewing the responsibilities of the TCSO Inmate Programs Unit, TCSO has determined that an additional "Inmate Program Specialist" is needed to handle the responsibilities of the PEC program. The addition of an IPS would provide the necessary personnel to oversee the PEC program and collaborate with WIB. The Inmate Programs Unit is currently allocated the following positions: (1) Inmate Program Manager, (2) Correctional Deputies, (1) Building Instructor, (1) Ground Maintenance Worker, (1) Inmate Program Specialist Supervisor, (12) Inmate Program Specialists, (1) Administrative Aid, (1) Office Assistant, and (2) Engraving Supervisors.

FISCAL IMPACT/FINANCING:

There is no net County cost.

The increase of (1) FTE Inmate Program Specialist from February 17, 2019 through June 30, 2020 is \$83,644, which will be paid for through AB 109 funds.

A more detailed breakdown of program expenses by fiscal year are noted below:

- Fiscal Year 18/19 \$21,372 total program personnel expense; and
- Fiscal Year 19/20 \$62,272 total program personnel expense

AB 109 funds are received from the State of California on an annual basis.

- In fiscal year 17/18 TCSO received \$8,100,579 in AB 109 funds to support various AB 109 programs; and
- In fiscal year 18/19 TCSO will receive \$8,134,380 in AB 109 funds to support various AB 109 programs;

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The Safety and Security Initiative is one of the initiatives in the Tulare County Strategic Business Plan. The purpose of the initiative is to provide for safety and security of the public. The addition of one FTE IPS to work in the PEC program is in alignment with this initiative as it addresses the goal "to assist the justice-involved population with a successful transition from jail to communities in preparation for education, training, and employment services." TCSO and WIB staff will work with inmates by providing facilities and resources for training and rehabilitation of criminal offenders and addressing the issues that may impede inmates from integrating themselves into everyday life to become productive members of society.

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ADMINISTRATIVE SIGN-OFF:

A.S. Chui Lehner

Mike Boudreaux
Sheriff-Coroner

cc: County Administrative Office
Human Resources & Development

Attachment A – Personnel Resolution
Attachment B – AUD 308

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF APPROVE A
PERSONNEL RESOLUTION**

)
) Resolution No. _____
) Agreement No. _____

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

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AUD-308 - Budget Adjustment Form

2:19 PM

01/17/19		08/19		2019	
Date		Accounting Period		Budget Fiscal Year	
Tulare County Sheriff's Office		Terrie Saenz		802-9450	
Agency Name		Contact Person		Phone	

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here			Current Amount	Revised Amount	Inc / Dec Amt
C	001	240	240SBEN				82,860,981	82,860,981	-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Appropriations Total							82,860,981	82,860,981	-

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt
C	001	240	240SBEN	2508	6002			520,000	498,628	(21,372)
C	001	240	240SBEN	2508	6001			4,836,247	4,850,512	14,265
C	001	240	240SBEN	2508	6003			75,000	75,399	399
C	001	240	240SBEN	2508	6004			715,910	719,005	3,095
C	001	240	240SBEN	2508	6011			724,694	726,229	1,535
C	001	240	240SBEN	2508	6012			377,163	378,285	1,122
C	001	240	240SBEN	2508	6014			312,782	313,738	956
										-
										-
										-
										-
										-
										-
										-
										-
Line Total							Must Equal Zero	\$ 7,561,796	\$ 7,561,796	\$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

To record an adjustment within AB109 funding to support a new Inmate Programs Specialist position beginning Feb 17th, 2019 for TCSO Pathways to Employment Connection (PEC) program. There is no net county costs.

A. S. Chen
Affected Dept Head Signature

Other Affected Dept Head Signature

Checked By: _____
County Executive Office Action: No. _____ Date: _____
() Approved () Disapproved

Entered By: _____
Date: _____
Distribution: 1: BOS/CAO/Auditor

By: _____
Board of Supervisors Action: No. _____ Date: _____

** Action Codes: A=Add, C=Change, D=Deactivate
* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs
* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa
* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa