



Agenda Date: 2/26/2008

Agenda Placement: 7W

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Britt Ferguson for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Molly Rattigan, Management Analyst - 253-4112  
**SUBJECT:** Amendments to Agreements related to Phase II of the Adult Correctional Master Plan

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign the following agreements related to Phase II of the Adult Correctional Master Plan:

1. Amendment No. 4 to Agreement No. 6858 with Mark Carey increasing the amount by \$166,600 for a new maximum of \$256,600 and amending the Scope of Work to include additional consulting services; and
2. Amendment No. 1 to Agreement No. 6606 with Carter Goble Associates, Inc. increasing the amount by \$112,850 for a new maximum of \$218,850 and amending the Scope of Work to include additional consulting services.

### **EXECUTIVE SUMMARY**

On November 20, 2007, the Criminal Justice Committee reported to the Board of Supervisors on the conclusion of Phase I of the Adult Correctional Master Plan. At that meeting, the Board of Supervisors accepted and directed the Criminal Justice Committee to move forward on the recommendations from the report. The Criminal Justice Committee has begun Phase II of the Adult Correctional Master Plan. The Carey Group will assist the Criminal Justice Committee in developing a Community Corrections Service Center and a Quality Assurance plan, while Carter Goble Lee will assist in the development of facility concept designs for a new or renovated correctional facility.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Central Services

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Board of Supervisors directed the Criminal Justice Committee to proceed with Phase II of the Adult Correctional System Master Plan on November 20, 2007. As part of the work to be completed in Phase II, the Criminal Justice Committee and County Executive Office need to rely on the expertise of consultants to develop a Community Corrections Service Center, a Quality Assurance plan and concept designs for a new or renovated facility. The Carey Group and Carter Goble Lee are familiar with Napa County and the Criminal Justice Committee, having assisted with Phase I of the Adult Correctional System Master Plan.
Is the general fund affected?	Yes
Future fiscal impact:	These agreements extend beyond Fiscal Year 2007-2008. Appropriations will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If these amendments are not approved, the Criminal Justice Committee will not have the expertise of The Carey Group and Carter Goble Lee when completing the work under Phase II of the Adult Correctional Master Plan. It is unlikely that the Criminal Justice Committee will be able to develop a Community Corrections Service Center, Quality Assurance Plan or concept designs for a new or renovated facility without the assistance of these contractors.
Additional Information:	None

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

On November 20, 2007, the Criminal Justice Committee reported to the Board of Supervisors on the conclusion of Phase I of the Adult Correctional Master Plan. At that meeting, the Board of Supervisors accepted and directed the Criminal Justice Committee to move forward on the following recommendations from the report :

- | **Recommendation No. 1-1:** The County should fully commit to implementing evidence-based practices, including the creation of a Community Corrections Services Center and associated intermediate sanctions and programs.
- | **Recommendation No. 1-2:** The County should support the Probation Department's on-going efforts to implement evidence-based practices.
- | **Recommendation No. 1-3:** The County should support the Health & Human Services Department's efforts to enhance the level of mental health and substance abuse services provided to the adult offender population, including working with contract service providers to ensure that those agencies have appropriate knowledge and training about programs that are effective in dealing with the offender population.
- | **Recommendation No. 1-4:** The County should establish a quality assurance and outcome evaluation capacity that ensures that evidence-based practices are appropriately designed and implemented and

having the desired effect in terms of reducing recidivism. This would likely require a Quality Assurance capability that could provide assistance to all corrections-related agencies involved in programming for the offender population.

- | **Recommendation No. 2 -1:** The County should proceed to plan for the immediate (within the next three years) reconfiguration and/or replacement of jail beds to change the mix of rated beds in the jail (and potentially add additional rated or specialized beds) so that risk can be appropriately managed and adequate services provided, while creating the capacity to smoothly and expeditiously increase the number of total rated beds by 2020 – or sooner as experience and close monitoring indicate.
- | **Recommendation No. 2-2:** Establish a dedicated staff position that will monitor and provide feedback to management and the Criminal Justice Committee on criminal justice/corrections population data and trends to assist in the population and caseload management of the jail and probation functions.

The Criminal Justice Committee has since met and developed four working subcommittees to address the approved recommendations. The Criminal Justice Committee would like to retain the services of The Carey Group and Carter Goble Lee to complete Phase II of the Adult Correctional Master Plan. It is anticipated that the work under these agreements will be completed by December 31, 2008. The Criminal Justice Committee will report back to the Board of Supervisors periodically.

### **The Carey Group**

The Carey Group was retained by the County on July 1, 2006 to assist with Phase I of the Adult Correctional Master Plan. Under their initial agreement, The Carey Group assisted the County by reviewing existing data collected to determine what data was missing and/or needed especially in relation to future jail bed projections, identify programs and processes that could be put in place to ensure that the greatest criminogenic needs are being addressed in the most efficacious manner and estimating the overall long term impact that evidence-based practices would have over the jail. The Carey Group successfully completed these tasks and was present to address the Board of Supervisors at the November 20, 2007 meeting.

The Carey Group will be needed to successfully complete Phase II of the Adult Correctional Master Plan. The Carey Group will assist the County in addressing Recommendations 1-1, 1-2, 1-3 and 1-4. The Carey Group will be responsible for the following objectives:

- | **Objective One: Determine program requirements to best meet criminogenic and responsivity needs of the jailed and probation clientele.** Tasks to be completed under this objective include working with staff from the Department of Corrections, Probation and Health and Human Services to compile a data collection sample of existing inmates and probationers to determine what programmatic needs exist, develop estimates of the number of offenders needing programmatic interventions to be used to further refine future jail bed needs and create a list of appropriate interventions for discussion by the Criminal Justice Committee. Staff from The Carey group will interview a sample of the criminal offender population and provide a complete analysis of all data collected.
- | **Objective Two: Prepare and plan for the opening of a Community Corrections Service Center.** Tasks to be completed include working with the Community Corrections Service Center subcommittee to develop plans to open and operate a Community Corrections Service Center. The development of the Community Corrections Service Center will include both a pre-trial and day reporting component. The Carey Group will work with County staff to identify the most appropriate risk assessment and evaluation tools to determine program eligibility. As part of this objective, The Carey Group will facilitate six monthly full day planning meetings of the Community Corrections Service Center subcommittee.
- | **Objective Three: Establish and implement a quality assurance and fidelity plan.** The Carey Group will facilitate six monthly full day meetings of the Quality Assurance subcommittee with the goal of developing a quality assurance and fidelity plan for all criminal justice related programming and the Community Corrections Service Center. This will include developing a Quality Assurance manual that will include a set

of tools and processes to ensure fidelity and quality. In addition to facilitating the subcommittee meetings, The Carey Group will facilitate three meetings as well as provide on-site assistance to community service providers that work with the offender population to establish quality assurance standards. Finally, The Carey Group will assist the County in developing an accountability and coaching process to ensure compliance with the newly developed Quality Assurance program.

The total cost for The Carey Group to assist the Criminal Justice Committee with these three objectives is \$166,600, including travel expenses.

### **Carter Goble Lee**

Carter Goble Lee was retained by the County on April 11, 2006 to assist with Phase I of the Adult Correctional Master Plan. Carter Goble Lee developed initial future jail bed projection numbers by creating various statistical models that analyzed ten years worth of historical data including the average daily population of the jail facility, the average length of jail stay, reported crime, arrest rates, criminal court filings and population growth. Carter Goble Lee successfully completed this task and was present to address the Board of Supervisors on November 20, 2007.

Carter Goble Lee will be needed to successfully address recommendations 2-1 and 2-2. Carter Goble Lee will be responsible for the following tasks:

- | **Task 1- Adult Offender Population Alternative Objectives.** Upon request from the Criminal Justice Committee, Carter Goble Lee will revise the adult offender population projections previously submitted based upon assumptions and/or data relating to the development of alternative sanctions programs including the Community Corrections Service Center. The Criminal Justice Committee continues to monitor proposed prison reforms and may ask Carter Goble Lee to revise their projections based upon action by the California Department of Corrections and Rehabilitation.
- | **Task 2- Development of Facility and Corrections Services Planning Options.** Based on the Facility Design subcommittee's directional desires, Carter Goble Lee will develop facility and service planning concepts that describe and depict each option. This task will include an evaluation of the potentials and/or limitations of the existing facility, an alternative site matrix, define the target population and functions of each facility and develop building concepts and functional area narratives. As part of this task, Carter Goble Lee will arrange for and accompany staff on tours of other correctional facilities.
- | **Task 3- Estimate Space and Cost Requirements.** For each facility proposal, Carter Goble Lee will prepare a preliminary construction cost estimate for remodeling and new building construction. Carter Goble Lee will also prepare a preliminary staffing estimate for any new or renovated jail facility.
- | **Task 4- Selection of the Final Option.** Carter Goble Lee will provide full concept plan drawings of the final facility option selected. Carter Goble Lee will prepare these designs in formats and sizes suitable for public presentation and will prepare a bound report for the County.

The total cost for Carter Goble Lee to assist the Criminal Justice Committee with these tasks is \$112,850.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve  
Reviewed By: Molly Rattigan