



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/20/2018

Agenda Placement: 6X

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Probation Department And District Attorney's Office

RECOMMENDATION

Director of Human Resources, Chief Probation Officer, and District Attorney request adoption of a resolution amending the Departmental Allocation List for the Probation Department and District Attorney's Office, as follows, effective March 20, 2018, with a net increase of three full-time equivalents and no increase to the General Fund:

1. Adding two 1.0 FTE Probation Officer I/II; and
2. Adding one 1.0 FTE District Attorney Investigator.

EXECUTIVE SUMMARY

The requested action modifies the Departmental Allocation List for the Probation Department and District Attorney's Office to meet operational needs. If approved, this request adds a total of three new positions to meet new workload resulting from the passing of Assembly Bill 403 and the implementation of Proposition 63.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The proposed Probation Officer I/II's are 100% funded by a combination of 2011 Realignment, Juvenile Justice Crime Prevention Act Funding, and

revenue from the Community Corrections Partnership. The proposed District Attorney Investigator is funded 100% by 2011 Realignment and revenue from the Community Corrections Partnership. There is no impact to the County General Fund.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: Current staffing levels are inadequate and do not meet the demands of Juvenile and Adult Probation or the District Attorney's Office, resulting from new legislation and program needs.

Is the general fund affected? No

Future fiscal impact: The increased cost of salary and benefits for the remainder of Fiscal Year 2017-2018 for the requested positions is estimated at \$105,750. The increased annualized cost for these positions is estimated at \$423,000 and will be budgeted accordingly in future fiscal years.

Consequences if not approved: If the requested action is not approved, the Probation Department will not be able to fulfill the requirements of new legislation related to Assembly Bill 403, and both the District Attorney's Office and Probation Department will not have sufficient staffing to comply with new requirements under Proposition 63.

Additional Information:

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

Assembly Bill 403 (Chapter 773, Statutes of 2015), also known as Continuum of Care (CCR) became effective January 1, 2017, and the additional workload has necessitated the request for two additional Probation Officer I/II's. This initiative is designed to improve probation and child welfare youth outcomes.

As a result of AB 403, Probation Officer I/II's are now required to perform additional activities funded by the State including: Investing in activities to recruit and retain the number of relative caregivers and resource families available for placement of wards of the court, and non-minor dependents; Conducting a Child and Family Team that includes the child or youth, family members, professionals, natural community support and other individuals identified by the family who are invested in the child or youth and family's success; and Completing comprehensive assessments (i.e. background checks, clearances, home environment, permanency, written), training, and travel related to these activities.

Proposition 63 was passed by California voters and went into effect January 1, 2018. Subsequently, Adult Probation and the District Attorney's Office have been tasked with new duties. When a defendant is convicted of any felony charge (or certain misdemeanors), a Probation Officer I/II is assigned to investigate whether the Automated Firearms System (AFS) or other credible information reveal the defendant's ownership, possession, or custody of a firearm. The Probation Department receives documentation from defendants, provides documentation to update

the AFS, and reports to the court whether the defendant has complied.

If a convicted party has not complied with the elements of Proposition 63, the court refers the case to the District Attorney's Office for preparation of a search warrant. If this request is approved, a District Attorney Investigator will be assigned to interface with the Probation Department, prepare search warrants from start to finish, and coordinate with the appropriate law enforcement agencies to obtain the contraband firearms. Additionally, the requested District Attorney Investigator would be responsible for working with all Napa County law enforcement agencies to develop a standardized threat matrix and search warrant procedure. These additional duties add a significant workload to both the Probation Department and the District Attorney's Office.

Therefore, the Director of Human Resources, the Chief Probation Officer, and the District Attorney recommend the adoption of a resolution to amend the Departmental Allocation List for the Probation Department and District Attorney's Office as shown in Exhibit "A," effective March 20, 2018, with a net increase of three full-time equivalents.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi