



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/21/2020

Agenda Placement: 6A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** JULIE BAPTISTA - Chief Probation Officer  
Probation  
**REPORT BY:** Ferlyn Buenafe, Staff Services Manager - 707.253.4126  
**SUBJECT:** Agreement with Fieldware, Amendment No. 1

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### **RECOMMENDATION**

Chief Probation Officer requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 170795B with Fieldware, LLC for a maximum of \$65,000 for the term July 1, 2020 through June 30, 2021 to provide an online automated supervision management system for adult offenders.

### **EXECUTIVE SUMMARY**

OffenderLink™ is a supervision online automated management system designed to assist Probation Officers in the supervision of adult probationers. As the department used evidence-based practices for supervision strategies, OffenderLink™ provides the tools necessary to enable staff to efficiently manage adult caseloads with greater accountability and compliance.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This item is discretionary in that there is no mandate to acquire these services. However, the software enables Probation to effectively track adult probationers. This program assists Probation Officers in

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	managing their assigned caseloads and will allow for more face-to-face contact time with higher risk offenders.
Is the general fund affected?	Yes
Future fiscal impact:	The Agreement contains an automatic renewal provision for two succeeding fiscal years that allows the County the option to continue these services. Appropriations will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If this Agreement is not approved, there will not be an efficient and effective way to conduct business and manage caseloads.
County Strategic Plan pillar addressed:	Effective and Open Government
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**

Currently, Adult Probation Officers carry up to 100 cases on a medium caseload, 60 cases on a high risk caseload and 500 cases on a low risk caseload. The average caseload carried by Adult Probation Officers include offenders with alcohol and drug addictions, mental illness, sex offenders, drunk drivers, gang members and violent offenders. These caseload sizes are designed to provide Probation Officers small enough caseloads to provide supervision and evidence based services to all offenders except low risk offenders. Pursuant to criminal justice best practices, offenders who pose the lowest risk of re-offense should have the least amount of contact with the supervising agency. OffenderLink™ provides the capability for one officer to efficiently manage an extensive caseload of low risk offenders.

OffenderLink™ is an automated reporting and web-based monitoring system designed to greatly improve workflow efficiencies, reduce workload and increase accountability for lower risk cases where an office visit or mail contact can be replaced by automated monitoring of case requirements via telephone and mail contact. There are two components to this Agreement. The first component is a case management system at the cost of \$2.00 per month per enrolled client. The case management component provides automatic letter and phone call generation to remind clients of appointments, court dates and other probation related activities. Probation Officers can monitor client compliance through this system. The second component of OffenderLink™ is a toll free number provided for low risk clients to call and check in with the Probation Department on a predetermined basis. This matches evidence based approaches to supervision. The call-in program has increased to \$5.00 per month (previously \$4.00) per enrolled client. Continued software maintenance, upgrades, training and technical assistance is included in this agreement. There has been no increase in pricing since 2008.

This Agreement also decreases the contract maximum \$10,000, to \$65,000 and extends the term another year with two, one-year auto renewals. The contractor is not a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Susan Kuss