



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** August 27, 2014  
**Board Meeting Date:** September 30, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Greg Munks, Sheriff

**Subject:** Agreement with the San Mateo County Office of Education

**RECOMMENDATION:**

Adopt a Resolution authorizing an agreement with the San Mateo County Office of Education for prevocational and remedial education programs within the County's correctional facilities for the term July 1, 2014 through December 31, 2014 in an amount not to exceed \$62,612.00, with the option to extend the term six months through June 30, 2015, and increase the amount by \$62,612, for a combined maximum fiscal obligation of \$125,224.

**BACKGROUND:**

The Inmate Welfare Trust Fund has been set up under California Penal Code Section 4025, which provides that the Sheriff may operate a commissary in the jail, and that profits shall be deposited into an Inmate Welfare Trust Fund. Section 4025 also provides that a refund, rebate or commission received from a telephone company for inmates' use of telephones shall be deposited into the Inmate Welfare Fund. The fund may only be used primarily for the benefit, education, and welfare of the inmates, and maintenance of county jail facilities, which includes the cost of operating programs to benefit the inmates, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the Sheriff.

A committee consisting of the Assistant Sheriff, Captain of the Sheriff's Corrections Division and a Community Representative oversees the Inmate Welfare Trust Fund operation. Each year the committee receives proposals from service providers outlining their funding requests. The committee makes recommendations for award of contracts, most of which (because of the dollar amount) come before this Board of Supervisors for approval.

The Inmate Welfare Trust Fund (IWF) continues to experience a decline in revenue. Since the IWF Committee meeting on June 11, 2014, the Sheriff's Office has been

informed of a pending Federal Communications Commission (FCC) ruling expected later this calendar year that will impact the revenue source for the IWF. While the actual impact of the forthcoming FCC ruling is unclear at this time, we will move forward with the FY 2014-2015 contract process to ensure continuation of important services. The Sheriff's Office will initiate contracts for quarters 1 and 2 of the fiscal year (July – December 2014). Any funding adjustments to contracts for quarters 3 and 4 will be dependent upon the impact of the FCC ruling.

#### **DISCUSSION:**

The San Mateo County Office of Education provides educational services to inmates at the County correctional facilities. The Office of Education provides intake and assessment as well as instruction in basic skills improvement and GED preparation, including English, math, social studies, literature/arts, science, vocabulary, and reading.

The County has contracted with the San Mateo County Office of Education for these services for many years. The Office of Education has a unique ability to provide services to inmates by utilizing proven curricula for inmate education and test preparation at a reasonable cost. Therefore, it is in the best interest of the County to waive the Request for Proposals process and continue to contract with the San Mateo County Office of Education on the basis of being a sole source provider in the County of San Mateo.

The Contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, nondiscrimination and equal benefits.

Approval of this Agreement contributes to the Shared Vision 2025 outcome of Safe Neighborhoods by providing educational programs and services to inmates in order to promote personal growth and development as well as seek worthy goals upon their release.

#### **PERFORMANCE MEASURES:**

<b>Measure</b>	<b>FY 2013-14 Actual</b>	<b>FY 2014-15 Projected</b>
Intake and assessment*	150 inmates	75 inmates
Instruction in basic skills and GED preparation*	100 inmates	50 inmates
Conduct GED testing within the correctional facilities*	200 GED tests	100 GED tests

*\* FY 2014-15 performance measures are reflective of the six month term of the contract. Should the option to extend the term through June 30, 2015, the measures will double.*

#### **FISCAL IMPACT:**

The Agreement is for a six month term commencing July 1, 2014 through December 31, 2014 for an amount not to exceed \$62,612.00. There is no Net County Cost associated with this agreement, as it is paid for entirely from the Inmate Welfare Trust Fund. The

Agreement contains an option to extend the term six months through June 30, 2015, and increase the amount by \$62,612. If the option is exercised, the contract will be funded under the same terms and in the same manner as the previous six month term.