



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 Service League of San Mateo County

RECOMMENDATION:

Adopt a Resolution authorizing an agreement with the Service League of San Mateo County for inmate services within the County's correctional facilities for the term of July 1, 2014 through December 31, 2014, in an amount not to exceed \$334,527 with the option to extend the term six months through June 30, 2015, and increase the amount by \$334,527, for a combined maximum fiscal obligation of \$669,054.

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 your Board 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, the Sheriff's Office will move forward with the FY 2014-15 contract process to ensure continuation of important services. The Sheriff's Office will initiate contracts for quarters 1 and 2 of the fiscal year 2014-15. Any funding adjustments to contracts for quarters 3 and 4 will be dependent upon the impact of the FCC ruling.

DISCUSSION:

The Service League of San Mateo County provides direct services to inmates such as education, jail orientation, counseling, referrals, jury trial clothing, childcare, travel fare for released inmates, Spanish language services, and various denominational chaplaincy services. The Service League also provides indirect services consisting of training and guidance for volunteers who interact with inmates and handle their requests, as well as build supportive networks with departments, agencies, and substance abuse treatment programs.

The County has contracted with the Service League for these services since 1989. The Service League has a unique ability to provide services to inmates by utilizing volunteers and community professionals 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 Service League on the basis of being a sole source provider in the County of San Mateo.

The agreement and Resolution have been reviewed and approved by County Counsel as to form.

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:

Measure	FY 2013-14 Actual	FY 2014-15 Projected
The number of incoming message requests processed*	2,000	1,000
The number of outgoing message requests processed*	7,400	3,700

** FY 2014-15 projected performance measures are for a 6 month period to coincide with the contract term. Should the County extend the term an additional 6 months, the measures will double.*

FISCAL IMPACT:

The Agreement is for a 6 month term commencing July 1, 2014, through December 31, 2014, for an amount not to exceed \$334,527. As with the previous year, funding for this contract will not solely be from the Inmate Welfare Trust Fund. In order to maintain the level of services provided in FY 2013-14, and to prevent jeopardizing the diverse needs of the inmates and their families, the balance of the \$200,000 will be funded through the Sheriff's General Fund (Reserves) and has been included in the Sheriff's FY 2014-15

Budget. The \$200,000 from the Sheriff's General Fund will be awarded in the same quarterly increments as the IWF. The Agreement contains an option to extend the term six months through June 30, 2015, and increase the amount by \$334,527. 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.