



## Agenda Submittal

**Agenda #:** 17 **Status:** Approved  
**Type:** Contract **Department:** Probation  
**File #:** 13-0227 **Contact:** Chris Hansen, 784-4803  
**Agenda date:** 3/26/2013 **Final action:** 3/26/2013  
**Title:** Approve the second contract amendment with Thomas F. White in the amount of \$50,000 for a total contract maximum of \$75,000 for adult supervision process consulting services, and extending the contract term through December 31, 2014; and Authorize the County Administrator to execute this amendment and any subsequent amendments that remain within budgeted appropriations  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Contract Second Amendment, 2. B - Contract First Amendment, 3. C - Contract Original, 4. Minute Order.pdf

Date	Ver.	Action By	Action	Result
3/26/2013	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Probation recommends that the Board of Supervisors:

1. Approve the second contract amendment with Thomas F. White in the amount of \$50,000 for a total contract maximum of \$75,000 for adult supervision process consulting services, and extending the contract term through December 31, 2014; and
2. Authorize the County Administrator to execute this amendment and any subsequent amendments that remain within budgeted appropriations.

### **SUMMARY:**

On August 21, 2012, the Probation Department entered into a contract (Attachment C) with Thomas F. White (Consultant) to perform a preliminary review of the Department's adult supervision process. This review included; interviewing staff, conducting focus groups and staff training sessions, and provided his observations and recommendations to the Director of Probation.

On December 31, 2012 the Probation Department executed the first amendment (Attachment B) to the contract expanding the scope of work to include developing a new supervision model and expanding the coordination of the training on the County's evidence based supervision of adult offenders. The total contract maximum per the first amendment was \$25,000.

The Director of Probation is requesting to execute a second amendment (Attachment A) in the amount of \$50,000 for a total contract maximum of \$75,000. The amendment will extend the scope of work to include technical assistance in conduction an organizational assessment of the Department's Adult Services Unit's alignment with evidence-based probation practices, redesigning the present client Risk and Needs

Assessment, and other services as outlined in Attachment A.

### **FINANCIAL IMPACT:**

The second amendment increases the contract amount for consultant services from Thomas F. White by \$50,000 through December 31, 2014, for a total contract maximum of \$75,000. The original contract maximum of \$25,000 and the portion of the \$50,000 to be incurred in FY2012/13, which is estimated to be \$11,000, will be paid for with existing appropriations already included in the FY2012/13 Probation Department Budget approved by the Board of Supervisors. The remaining \$39,000 represents the County's future obligations under the multi-year contract. The Department will request appropriation for FY2013/14 and FY2014/15 during the respective budget process.

### **DISCUSSION:**

Thomas White served as the Director of operations for the State of Connecticut Judicial Branch, Court Support Services Division from January 1999 until his retirement in June 2009. As Director of Operations he was responsible for the daily management of the state's adult and juvenile probation system, pre-trial services and the juvenile detention centers. Mr. White has also held the position of Deputy Commissioner of Operations for the Connecticut Department of Corrections, Deputy Commissioner of Programs and Services for the Oklahoma Department of Correction, and has been a Warden at two correctional institutions for adult offenders.

Mr. White has been instrumental in defining and operationalizing evidence-based practice in community corrections and helping to move the Connecticut probation system toward a behavior change model of supervision. He has been a guest speaker at national and international conferences and has provided consultation services to numerous organizations and agencies including the National Institute of Corrections (NIC), the Administrative Office of the U.S. Courts, the U.S. Courts Districts of Nevada, Utah, Hawaii, Washington, and the State of Massachusetts.

To promote greater public safety through a reduction in rearrest rates by individuals placed on and discharging from a Court term of probation supervision, the application of evidenced-based probation practices and client services is required. The use of such practices and services has been promoted by the California State Legislature through the passage of SB678 (2009) and AB 109 (2011).

Building and sustaining an evidenced-based organization is a complex and difficult process that includes organizational assessment; the development of new policies and procedures; staff training and coaching, as well as the establishment of ongoing systems of quality assurance and performance evaluation. The consultant will help the Probation Department determine whether evidenced-based practices have been effectively established and operationalized, and if not provide technical assistance to assist the Department to do so.

### **ALTERNATIVES:**

The Board of Supervisors could choose not to approve the contract amendment; however, this alternative is not recommended as continuation of the supervision process review is critical to the Department's success in developing and implementing a new evidence-based supervision model.

### **OTHER AGENCY INVOLVEMENT:**

County Counsel has reviewed and approved the contract amendment as to form. The County Administrator's Office has reviewed this report and concurs with Department's recommendation.

### **CAO RECOMMENDATION:**

## **APPROVE DEPARTMENTAL RECOMMENDATION**