



## SUMMARY REPORT

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**Agenda Date:** 7/16/2024

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**To:** Board of Supervisors

**Department or Agency Name(s):** Probation

**Staff Name and Phone Number:** Natalie Brunamonte, 707-565-2145

**Vote Requirement:** 4/5th

**Supervisorial District(s):** All

**Title:**

Agreement with Avero Advisors to support the Probation Department's Case Management System Needs Assessment

**Recommended Action:**

- A) Authorize the Chief Probation Officer to Execute an Agreement with Avero Advisors to support the Probation Department's Case Management Needs Assessment in the amount of \$374,850 from July 17, 2024, through July 16, 2025, and to execute amendments not to exceed \$50,000 and which do not materially alter the contract scope, with approval from County Counsel.
- B) Adopt a Resolution authorizing budgetary adjustments for the fiscal year 2024-25 adopted budget redirecting \$374,850 of the Graton Tribal Mitigation Fund to the Probation Department to support these efforts (4/5<sup>th</sup> vote).

**Executive Summary:**

The Probation Department is initiating a case management system needs assessment as part of the overall modernization of the Integrated Justice System (IJS). The current IJS is a central criminal justice application that has been built, maintained, and enhanced over the past 40 years by the Information Services Department (ISD). It has two distinct functions:

- 1. It integrates with all justice partner systems, including the Superior Court of California and County criminal justice departments and exchanges near real-time critical criminal justice information which justice partners rely on to carry out their functions. These core functions include criminal booking, jail management, probation and detention services, criminal prosecution, and public defense.
- 2. It is the primary case management system used today to execute business operations performed by both Probation and Sheriff.

IJS has reached the end of its serviceable life. The replacement approach will transfer the responsibility for all case management-related functionality to each criminal justice department, while the ISD will retain responsibility for the data exchange element of the system.

In order for the Probation Department to select a modern case management system(s), we must first conduct a needs assessment to ensure we have a complete inventory of our business needs to be met in a modern case management system. We recommend entering into this agreement with Avero Advisors for their support of this work.

**Discussion:**

The Probation Department relies on IJS data repository and case management features to conduct all elements of our business. Initiating the case management needs assessment is Phase 1 of the department's four-phase strategy to implement our own case management system(s). Given the magnitude of this effort, the department recommends utilizing the assistance of a firm with expertise in assessing and documenting business needs for the purpose of selecting case management systems.

**Request for Proposals**

The department conducted an RFP to identify a vendor to provide these services. Three vendors responded and responses were evaluated by a committee of representatives from Probation, Information Systems, and the County Administrator's Office and utilized scoring criteria as presented in the RFP. In addition, the committee conducted a thorough reference check on the responsive bidder. Based on this process, Avero Advisors was selected, and the Probation Department recommends awarding the contract for the case management needs assessment to this company.

**Funding**

A total of \$2.2 million has been identified for Probation's case management system replacement. Approximately \$1.8 million is from Graton Tribal Mitigation Funds and approximately \$400,000 will be funded with departmental funds. This agreement will be funded with the Graton Tribal Mitigation Funding, which was approved as part of the FY 2024/25 budget.

**Strategic Plan:**

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

**Pillar:** Resilient Infrastructure

**Goal:** Goal 2: Increase information sharing and transparency and improve County and community engagement

**Objective:** Objective 5: Develop strategies that improve information and knowledge sharing within and between County departments.

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

Although this item was not identified for the Racial Equity Toolkit, the opportunity that this assessment represents to allow Probation to make meaningful progress in improving race equity efforts should be underscored.

As Probation contemplates our needs for a new case management system, any new system must improve our ability to capture, analyze, and report on how the actions of our department impact outcomes for Black, Indigenous and People of Color and other marginalized communities. The successful implementation of a

modernized case management system will allow our department to align with the County's Antiracist Results Based Accountability (AR-RBA) practice. AR-RBA is designed to transform the way we use data, so that our data culture is focused on non-punitive data design and analysis, data is shared with the community regardless of the outcome, data is used consistently to inform practice and interrupt the harm done by overlooking this step, and so we can identify solutions to address root causes and powerfully interrupt harm and build new antiracist foundations for our work.

The Probation Department needs a data system that can support these activities by collecting data that fully honors the identities of the people we serve, and revising processes to correct inequities experienced by Black, Indigenous and People of Color and other historically marginalized groups. The assessment phase of our case management system replacement is the first opportunity to ensure that our end system will meet requirements to carry out AR-RBA.

**Prior Board Actions:**

There are no prior Board actions related to Probation on this item. However, the below ISD items speak to their work on their portion of the IJS Modernization effort:

4/16/24: Integrated Justice System Modernization

1/31/23: Contract Approval for Ernst & Young, LLP - Integrated Justice System Technology Consulting Services

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY24-25 Adopted</b>	<b>FY25-26 Projected</b>	<b>FY26-27 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested	\$374,850		
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance	\$374,850		
General Fund Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

This agreement will be funded with Graton Tribal Mitigation Funds identified for Probation's Case Management System replacement. The Budget Resolution included with this item makes necessary adjustments for the transfer of these funds.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

Attachment A - Agreement with Avero Advisors

Attachment B - Budget Resolution

**Related Items "On File" with the Clerk of the Board:**

None