



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 10/21/2025

To: Board of Supervisors of Sonoma County
Department or Agency Name(s): Probation Department
Staff Name and Phone Number: Vanessa Fuchs, 707-565-2732
Vote Requirement: Majority
Supervisory District(s): Countywide

Title:

Agreement with the Center for Volunteer and Nonprofit Leadership for the Court Referral Program

Recommended Action:

Authorize the Chief Probation Officer to:

- A) Amend the professional services agreement with the Center for Volunteer and Non-Profit Leadership (CVNL) for court referral services to increase the not-to-exceed total contract amount from \$450,000 to \$1,095,000 to account for the cost of two one-year extensions; and
- B) Execute two one-year contract extensions, the first in the amount of \$300,000 for the term of November 1, 2024 - October 31, 2025, and the second in the amount of \$345,000 for the term of November 1, 2025 - October 31, 2026.

Executive Summary:

The Probation Department requests Board approval to authorize the Chief Probation Officer to amend the professional services agreement with the Center for Volunteer and Nonprofit Leadership (CVNL) for the Court Referral Program to increase the total not-to-exceed amount from \$450,000 to \$1,095,000 to account for the cost of two one-year contract extensions that were included in the original agreement. The updated not-to-exceed amount includes the original contract term (May 1, 2023-October 31, 2024), \$300,000 for the first one-year extension (November 1, 2024 - October 31, 2025) and an additional \$345,000 for the second one-year extension (November 1, 2025 - October 31, 2026). Additionally, the authority to execute these extensions was inadvertently not delegated to the Chief Probation Officer in the original Board item. As a result, this Board item is seeking to address that by providing retroactive authorization to the Chief Probation Officer to execute the first extension, while also providing authority to execute the second and final extension.

Discussion:

In 2023, Probation entered into a professional services agreement with CVNL to operate the Court Referral Program, which provides justice-involved individuals with opportunities to serve their community, build job skills, and improve employability in partnership with nonprofit and public agencies. The initial agreement term was from May 1, 2023 through October 31, 2024, in an amount not-to-exceed \$450,000. The contract also authorized two optional one-year extensions. However, the original not-to-exceed amount of the contract inadvertently did not account for the cost of these extensions. To align the payment terms of the agreement with the one-year extension options, the Department is requesting that the Chief Probation Officer be authorized to amend the contract to increase the total not-to-exceed amount from \$450,000 to \$1,095,000,

Agenda Date: 10/21/2025

which includes an additional \$645,500 for the combined cost of the two one-year extensions. As this omission was only recently discovered, the revised not-to-exceed amount includes a retroactive increase of \$300,000 for the first one-year extension (November 1, 2024 - October 31, 2025), during which the vendor has been providing services and receiving payment, as well as an additional \$345,000 for the second one-year extension beginning November 1, 2025.

Racial Equity:

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

No

Prior Board Actions:

July 11, 2023: Approved an agreement with CVNL for a Court Referral Program with a total not-to-exceed \$450,000.

January 8, 2019: Approved contract with the Volunteer Center (now named the Center for Volunteer and Nonprofit Leadership) for the Court Referral Program.

June 23, 2015: Approved contract with the Volunteer Center (now named the Center for Volunteer and Nonprofit Leadership) for the Court Referral Program.

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$330,000	\$115,000	
Additional Appropriation Requested			
Total Expenditures	\$330,000	\$115,000	
Funding Sources			
General Fund/WA GF			
State/Federal	\$330,000	\$115,000	
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$330,000	\$115,000	

Narrative Explanation of Fiscal Impacts:

Probation's FY2025-26 adopted budget includes \$330,000 in expenditures for this agreement. \$300,000 of this agreement is funded with revenues from the State from AB177. The remaining \$30,000 is funded from the department's general fund allocation and was included in the FY 25-26 adopted budget. The department will include \$115,000 in the FY 2026-27 recommended budget for the final four months of this agreement.

Staffing Impacts:

Agenda Date: 10/21/2025

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

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment A - Professional Services Agreement with Center for Volunteer and Nonprofit Leadership Amendment #1

Attachment B - Professional Services Agreement with Center for Volunteer and Nonprofit Leadership Amendment #2

Related Items “On File” with the Clerk of the Board:

N/A