

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Probation *JLS*

BOARD AGENDA # *B-5

Urgent

Routine

AGENDA DATE September 24, 2013

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Implement a Food Service Program for the Juvenile Hall and Juvenile Commitment Facility

STAFF RECOMMENDATIONS:

1. Authorize the Probation Department to implement an in-house food service and culinary vocational program for minors at the Juvenile Hall and Juvenile Commitment Facility.
2. Authorize the Chief Probation Officer to sign a month-to-month extension of the existing contract with ARC Catering and Specialties, Howard Training Center, for food services on an interim basis at the Probation juvenile facilities.
3. Amend the Salary and Position Allocation Report as detailed in the Staffing Impact section of this report, effective the first pay-period after Board of Supervisor's approval.

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FISCAL IMPACT:

Food services for the Juvenile Hall and the Juvenile Commitment Facility are currently provided through a contract with ARC Catering and Specialties, Howard Training Center (HTC). Costs associated with the contract have fluctuated depending upon the average daily population of the juvenile facilities. During Fiscal Year 2012-2013, the Probation Department spent \$464,638 on food services, which includes \$45,406 for detention staff required to take their meals on duty. This compares to contract costs for the

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BOARD ACTION AS FOLLOWS:

No. 2013-477

On motion of Supervisor Withdraw and approved by the following vote, **Seconded by Supervisor Monteith**

Ayes: Supervisors: O'Brien, Withdraw, Monteith, De Martini and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X **Approved as recommended**

2) **Denied**

3) **Approved as amended**

4) **Other:**

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Implement a Food Service Program for the Juvenile Hall and Juvenile Commitment Facility

STAFF RECOMMENDATIONS: (Continued)

4. Authorize the Auditor Controller to adjust appropriations by \$122,396 as detailed in the attached Budget Journal.

FISCAL IMPACT: (Continued)

previous two fiscal years of \$530,225 and \$563,105 for Fiscal Years 2011-2012 and 2011-2010 respectively.

Food service currently consists of three meals and one snack per day at a cost of \$3.19 per meal and 53 cents per snack for a total daily rate of \$10.10 per minor. The Probation Department has consulted with a number of counties currently operating their own food service programs, as well as the Stanislaus County Sheriff's Office in order to evaluate the costs of operating an in-house food services program. Annual staffing costs are projected at \$244,792 and estimated expenses for food and other ancillary services range from \$221,697 to \$354,192 depending upon the variety of the food products used in each meal. This equates to a total daily rate ranging from \$10.56 to \$13.56 per minor. The costs to operate an in-house program are higher than the existing contracted services; however, the increased costs will allow the Department to implement a much needed vocational program that surpasses the current level of basic food services being provided by ARC Catering and Specialties, Howard Training Center (HTC), which does not include a culinary component.

The Probation Department has \$600,000 budgeted for food service during the current fiscal year. The cost of implementing an in-house food preparation program is not anticipated to exceed this amount. Any additional costs will be absorbed within the Probation Department's budget. The Department is requesting to adjust appropriations as detailed in the attached Budget Journal.

Additionally, the Department is requesting to reclassify a Supervising Probation Corrections Officer position to a Manager I/II position in order to provide adequate administrative oversight to the juvenile facilities. Costs associated with this request are minimal and will be covered within the Department's existing Juvenile Hall budget.

DISCUSSION:

Since January 1, 2004, the Probation Department has had a contractual arrangement with HTC for meals at the Juvenile Hall. All menus and meals for the minors must comply with Title 15 of the California Code of Regulations, the National School Lunch Program, and the National School Breakfast Program, including any special dietary requirements of minors.

In June of 2013, Stanislaus County opened a new Juvenile Commitment Facility. This facility is in addition to the Juvenile Hall, and includes a new kitchen for meal preparation for both locations. HTC has transitioned to the new kitchen and is currently operating under a contract extension through December 31, 2013.

Approval to Implement a Food Service Program for the Juvenile Hall and Juvenile Commitment Facility

DISCUSSION: (Continued)

The Juvenile Commitment Facility houses minors that have been sentenced by the Court and are serving longer commitments than youth held at the Juvenile Hall. Because these minors are in the facility for a longer time, they will be provided a higher level of delinquency prevention and vocational programming, including a culinary program. The main kitchen was designed to implement a culinary vocational program, along with a dedicated culinary program classroom for instruction.

The culinary program is a two phase program in which minors who are housed at the Commitment Facility learn basic culinary and kitchen operations. In partnership with the Stanislaus County Office of Education, minors begin their training in the Culinary Arts classroom with a Regional Occupational Program (ROP) instructor. Once they have shown a proficiency in some basic skills, they will then be transitioned into the main kitchen to assist with food service and preparations for both facilities. The kitchen staff will be able to oversee and provide direction to juveniles while assisting them in gaining competency in various kitchen functions. At the end of the training, the minors will have been provided with a viable job skill that can translate to employment in the community.

In addition to the enhanced level of programming that minors will receive while in-custody, other benefits to operating an in-house program have been identified, including improved meals and increased administrative oversight and control of services. During a recent nutritional evaluation completed by Stanislaus County Public Health, the inspector noted several deficiencies related to the food services being provided by HTC. These deficiencies were related to documentation issues and compliance with minimum standards required by Title 15, California Code of Regulations, such as not having a Food Services Plan available for review, missing sign-offs of diet menus by the Medical Director, and missing nutritional calculations of daily snacks. Corrective action steps have been put into place and a re-evaluation will occur in early spring. An in-house program will result in better oversight and ensure the facility is in compliance with required standards.

The Probation Department is requesting to add five staff to allow for on-site food preparation, as well as implementation of a culinary vocational training program for minors. Based on staffing needs to prepare meals for minors and staff in two facilities, as well as to oversee and coordinate the culinary training it is requested that 1 Supervising Custodial Cook, 1 Custodial Cook, and 3 Assistant Cooks I/II be added to the Department allocation. All kitchen staff will be provided with state required training that will enable them to oversee and provide direction to juveniles working in the kitchen.

Approval to Implement a Food Service Program for the Juvenile Hall and Juvenile Commitment Facility

DISCUSSION: (Continued)

Additionally, the Probation Department is requesting to re-classify one Supervising Probation Corrections Officer to a Manager I/II, to function as an Assistant Superintendent. With two juvenile facilities and the additional responsibility of in-house food services and a vocational culinary program, it will become necessary to place an Assistant Superintendent at each facility, enabling the Superintendent to focus on higher level administrative duties and operational responsibilities across both facilities. The Supervising Probation Corrections Officer position currently supervises the Alternatives to Custody program. The number of youth being served by this program has decreased significantly over the past several years requiring fewer officers to be assigned to the program. The staff and program responsibilities can be absorbed into other functions in the Department and supervised by existing staff.

The Probation Department has had a long-standing relationship with Howard Training Center that has benefited both parties. The Department is requesting authorization to extend the current contract with HTC on a month-to-month basis with the existing contract terms after the contract for food services expires on December 31, 2013. This will allow for recruitment, hiring, backgrounds, and training for new Probation kitchen staff, as well as insure a smooth transition between HTC and Probation staff. The Department anticipates that it may take up to several months beyond the contract expiration date to fully implement the food services program.

POLICY ISSUE:

Approval of an internal food service and culinary vocational program supports the Board's priorities of a Safe Community, a Healthy Community, and Efficient Delivery of Public Services.

STAFFING IMPACT:

The Probation Department is requesting to add staff to allow for on-site food preparation, as well as implementation of a culinary vocational training program for minors. Based on staffing needs to prepare meals for minors and staff in two facilities, as well as to oversee and coordinate vocational training it is requested that 1 Supervising Custodial Cook, 1 Custodial Cook, and 3 Assistant Cooks I/II be added to the Probation - Juvenile Commitment Facility allocation. Additionally, the Probation Department is requesting the change in classification of one Supervising Probation Corrections Officer position to a Manager I/II-Safety, to better address the needs of two juvenile facilities. The detail of the staffing requests is included in the following table. If approved, it is requested the Salary and Position Allocation Report be amended the first pay period after the Board of Supervisor's approval.

Approval to Implement a Food Service Program for the Juvenile Hall and Juvenile Commitment Facility

STAFFING IMPACT: (Continued)

Positions	Position Number	Classification	Request
1	New	Supervising Custodial Cook	Add new position
1	New	Custodial Cook	Add new position
3	New	Assistant Cook I/II – block budgeted	Add new position
1	2269	Supervising Probation Corrections Officer	Reclassify position upward to Manager I/II block budgeted

Total new positions: 5

CONTACT PERSON:

Karen Curci, Administrative Services Manager, 525-4556.

