



County of Santa Clara
Inmate Welfare Fund Committee
180 West Hedding Street, San Jose, CA 95110-1772
Tel: (408) 808-3660 Fax: (408) 808-3656

Members of the Committee

- John Hirokawa, Chief of Correction And Chairperson
- Edward J. Perry, Assistant Sheriff and Vice Chairperson
- Maryann Barry, Director, Custody Health Services
- Captain Troy Beliveau, Support Services Commander
- Mary Greenwood, Public Defender
- Captain Kevin Heilman, Main Jail Complex Commander
- Captain David Sepulveda, Administrative Commander
- Captain Kevin P. Jensen, Elmwood Complex Commander
- Vacant, Public Representative Experienced in Inmate Programs

AGENDA

Wednesday, November 16, 2010, 10:00 am
70 West Hedding Street, East Wing, 1st Floor, Room 157, San Jose, CA 95110

Welcome to the meeting of the Inmate Welfare Fund (IWF) Committee. To help you understand, follow, and participate in the meeting, the following information is provided:

Persons wishing to address the IWF Committee on a regularly scheduled item on the agenda are requested to complete a request to speak form and hand it to the Chairperson for the purpose of the record (Government Code Section 54953.3). Individual speakers are requested to limit their comments to three minutes. Groups of speakers on a specific item are asked to limit their total presentation to a maximum of twenty minutes for each side of the issue. NOTE: The Chairperson may limit the number or duration of speakers on a matter.

All reports and supporting materials are available for review on the Internet at www.sccgov.org/portal/site/doc/ and in the Administrative Office at 180 W. Hedding Street, San Jose, 72 hours prior to the IWF Committee meeting.

In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Clerk of the Board's Office 24 hours prior to the meeting at (408) 299-5001, TDD (408) 993-8272.

OPENING

Roll Call.

PUBLIC ISSUES

1. Public Comment

This item is reserved for persons desiring to address the IWF Committee on any matter not on this agenda. Members of the public who wish to address the IWF Committee on any item not listed on this agenda should complete a request to speak form and speakers are limited to two minutes. The law does not permit committee action or extended discussion of any items not on the agenda except under special circumstances. If committee action is requested, the matter can be placed on the next agenda. All statements that require a response will be referred to staff for a reply in writing.

2. Approve Items on Consent Calendar

Notice to the public: There is no separate discussion of consent calendar items, and the recommended actions are voted on in one motion. Members of the public who wish to address the committee on any consent items should complete a request to speak form and hand it to the chair, who will call the individual when the consent calendar is discussed. Items with an asterisk (*) in front of the number are on the consent calendar and may be voted on in one motion at the beginning of the meeting. If you wish to discuss any of these items, please complete a request to speak form and hand it to the chairperson.

ADMINISTRATION

- * 3. Approve IWF Committee Meeting Minutes of August 4, 2010
Submittal: IWF Committee August 4, 2010 Meeting Minutes

REPORTS

- * 4. Accept Inmate Welfare Fund Financial Status Report as of September 30, 2010
Submittal: Transmittal and IWF Financial Status Report as of September 30, 2010

- * 5. Accept IWF Committee Meeting Schedule for Calendar Year 2011
Submittal: Transmittal and IWF Committee Meeting Schedule for Calendar Year 2011

- * 6. Accept Inmate Personal Fund Activity Report for Fiscal Year 2010
Submittal: Transmittal and Inmate Personal Fund Activity Report for Fiscal Year 2010

- * 7. Accept Audited IWF Financial Statement and Independent Auditor's Report for Fiscal Year 2010 and direct staff to forward it to the Board of Supervisors through the Public Safety and Justice Committee as an informational item
Submittal: Transmittal and Audited IWF Financial Statement and Independent Auditor's Report for FY 2010

- * 8. Accept Fiscal Year 2010 Year-End Programs Performance Reports
Submittal: Transmittal and Fiscal Year 2010 Year-End Programs Performance Reports for Period July 1, 2009 through June 30, 2010.

- 9. Approve Recommendation relating to the Request for Quote (RFQ) for the Inmate Telephone Management Services.
Submittal: Transmittal for the Inmate Telephone Management Services

- 10. Approve Funding Augmentation for the Religious Services Program
Submittal: Transmittal for the Funding Augmentation for the Religious Services Programs

- 11. Approve the Appointment of the Ninth Member of the IWF Committee
Submittal: Transmittal for the Introduction and Appointment of the Ninth Member of the IWF Committee

- 12. Approve the Status Report on the Request for Proposal for the Inmate Television Signal Distribution System (ITVSDS)
Submittal: Transmittal for the Status Report of the Inmate Television Signal Distribution System

CLOSING

Adjourn meeting.



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MEETING MINUTES

Wednesday, August 4, 2010

The Department of Correction (DOC) Inmate Welfare Fund Committee (IWFC) meeting was called to order by Edward C. Flores, Chief of Correction at 10:05 a.m.

Chief Flores announced that all members were present or had a designated alternate. Mary Greenwood, Public Defender, appointed Nona Klippen, Assistant Public Defender, as her designated alternate.

1. Public Comment.

Chief Flores announced a request to speak from a member of the public named Dave [last name not provided by speaker]. Dave spoke on item one and gave a general comment relating to the condition of the jail facilities. He stated that when he visited an inmate at the jail he was subjected to harsh treatment by the officers, as if he has committed a crime and was the one being incarcerated. He felt that this treatment was not appropriate for members of the public. Secondly, he commented about the condition of the jails. He stated that the jails are not clean, floors are dirty, visiting phones do not work and the environment is not pleasant. Chief Flores stated that we strive to be professional to the public. Captain Kevin Heilman, Main Jail Complex Commander, introduced himself to Dave and stated that if he had any further issues with the maintenance of the jail to contact him directly. Captain Wong, Transition Team, then approached Dave, introduced himself and took him outside to discuss the issues further.

2. Approve Items on Consent Calendar.

Chief Flores announced that the Consent Calendar had two items on consent: item three, the IWFC meeting minutes for May 5, 2010; and item four, the Fiscal Year (FY) 2010 Inmate Welfare Fund Financial Status Report as of June 30, 2010. Chief Flores asked if anyone had any additions, deletions or comments on the Consent Calendar. Captain Troy Beliveau, Support Services Commander, moved to approve the Consent Calendar. Captain David Sepulveda, Administrative Commander, seconded the motion. Motion passed by unanimous vote.

3. The IWFC Meeting Minutes for May 5, 2010, were approved on consent.

4. Fiscal Year 2010 IWF Financial Report as of June 30, 2010, was approved on consent.

5. Accept recommendations regarding Keefe Commissary's request for Price Increase on Commissary Items.

Martha Wapenski, Director of Administrative Services, presented this report. Ms. Wapenski stated that in May 2010, Keefe Commissary Network requested a price increase on 57 items on the Santa Clara County Commissary Menu. This was the first price increase since March 2008. The IWF staff contacted Keefe and requested justification of the manufacturer's price increases. Keefe provided letters/notices from product manufacturers advising them of price increases due to the rising cost of commodities and materials. Staff worked closely with Keefe to reduce some of the suggested price increases. After a thorough analysis, IWF staff recommended approval of the price increases and Ms. Wapenski referred to Attachment 5 of the report which included a list of current commissary items and proposed prices. Ms. Wapenski also stated that approval of the recommendation will increase the IWF Commissary Commission revenue by approximately \$35,000 per year. Keefe has also proposed a new Commissary Menu that includes the possible deletion of several items from the current menu and the possible addition of new products. Ms. Wapenski advised the IWFC that price increases may augment the number of commissary related grievances and complaints from inmates. Ms. Wapenski concluded her presentation and asked anyone if they had comments on this item. Ms. Maryann Barry, Director of Custody Health Services, voiced her concern with the deletion of Ibuprofen medication from the Commissary Menu. Ms. Barry is concerned that if Ibuprofen and acne medication are removed from the Commissary Menu, then Custody Health would have to provide this medication to the inmates at no cost to them, which would then increase the expenditures to the general fund.

Chief Flores received another request to speak from Dave. Dave stated he is not in favor of the price increases.

Chief Flores commented that this is a sensitive item to both the inmates and their families. Captain Kevin Jensen, Elmwood Complex Commander, pointed out that our staff has worked closely with Keefe and did not automatically approve all the requested price increases submitted by Keefe. Remy Legaspi, IWF Management Analyst, advised that there are approximately 200 items on the current Commissary Menu, and Keefe is requesting price increases on 97 of these items. Ms. Legaspi stated that after substantial discussion between Keefe and IWF staff, Keefe submitted a revised price increase on 57 items. Ms. Legaspi referred to Attachment 5 of the report and stated that there were two columns on this report: the first one is Keefe's proposed price increases, and the second is the staff proposed prices. Captain Jensen commented that we were successful in negotiating with Keefe to lower their requested price increases and that Keefe is merely passing on to us the price increases they have incurred from the last two years.

Chief Flores directed staff to work with Maryann Barry regarding possible addition and deletion of Ibuprofen and acne medications on the Commissary Menu.

Chief Flores asked if anyone had any further comments on this item. Given that there were no additional comments, Assistant Sheriff Edward J. Perry, Vice Chairperson, moved to approve the recommendation regarding Keefe Commissary's request for price increases on commissary items. Captain Jensen seconded the motion. Motion passed by unanimous vote.

6. Accept Sonlight Communication's Final Assessment Report relating to the Inmate Television Signal Delivery System.

Steve Bradley, President of Sonlight Communications, presented the Final Assessment Report relating to the Inmate Television Signal Delivery System. Copies of the presentation are included on the IWF Agenda and are available upon request.

Chief Flores received another request to speak from Dave. Dave stated he was concerned that we are replacing televisions in the common areas and IWF should not be paying for televisions for the staff's lounge area, break room and other non-inmate common areas. Additionally, he stated that the universal remote controls normally would not work with the new televisions. Mr. Bradley commented that the areas they assessed were specifically for the inmates only and did not include the common areas. Chief Flores thanked Dave for his comments. Ms. Wapenski stated the total cost for the upgrade and replacement of the television system would be approximately \$83,800 based on the estimate provided by Sonlight. Ms. Wapenski suggested that this could be accomplished in two ways; The first option would be to upgrade and replace the entire television system in the current fiscal year. The second option would be to purchase thirty televisions and remote controls in the current fiscal year, and purchase the additional televisions and the annual maintenance agreement on the second and subsequent fiscal years. Since there is no specific recommendation at this time, Chief Flores directed staff to move forward with developing the RFP for the system upgrade, and the annual maintenance agreement to include the potential replacement of all televisions. Ms. Wapenski stated that the department will follow the Board policies regarding competitive vendor selection process.

Assistant Sheriff Perry asked if the annual maintenance agreement is a prepaid amount for the whole television distribution system. Mr. Bradley responded that the annual maintenance agreement includes cable adjustments, fixing loose connectors, balancing the signal and quality distribution system, and time involved in testing the system. It does not include replacement parts. Assistant Sheriff Perry requested that staff perform an analysis of which is more cost effective: a prepaid annual maintenance agreement or service calls as needed. Mr. Bradley stated that the annual maintenance agreement is a normal cable industry standard. However, while the DOC is not a cable company, the DOC is running a high level television distribution signal due to the size of the Elmwood Complex. The DOC is still required to abide by the FCC Code of Regulations since several of the channels used on the distribution system fall within the same frequencies used by government agencies and aeronautical communications. If the FCC is to detect a problem with the signal cable leakage, the FCC might shut the DOC down until the problem is fixed.

Chief Flores directed staff to report back on the maintenance agreement and the financials relating to the television distribution system.

Chief Flores asked if anyone had any further comments on this item. Given that there were no additional comments, Captain Sepulveda moved to approve the recommendations regarding Sonlight Communication's Final Assessment Report relating to the Inmate Television Signal Delivery System. Captain Beliveau seconded the motion. Motion passed by unanimous vote.

7. Approve Modified IWF Bylaws

Chief Flores moved item seven to the top of the agenda so he could introduce the new members of the IWF Committee. He stated that the Assistant Chief position was deleted and Assistant Sheriff Edward J. Perry was added as Vice Chairperson. He also introduced Martha Wapenski, Director of Administrative Services. Chief Flores received another request to speak from Dave. Dave indicated he did not agree with the structure of the IWFC. Although there are members from the Public Defender's Office and Custody Health, no members of the public are on the IWFC. Additionally, he stated that more monies are spent on supplies and salaries, and very little on the inmate services. He added that he would like to see more members from outside agencies on the committee. Chief Flores thanked Dave for his comments. Ms. Wapenski stated

the Office of the Sheriff received a resume for the ninth member of the IWFC and the resume is being reviewed at this time.

Chief Flores asked if anyone had any further comments on this item. Given that there were no additional comments, Captain Sepulveda moved to approve the recommendations relating to the Modification of the IWF Bylaws. Captain Beliveau seconded the motion. Motion passed by unanimous vote.

Captain Beliveau moved to adjourn the meeting at 11:11 a.m. Captain Jensen seconded the motion. Motion passed by unanimous vote.

Minutes approved by Assistant Sheriff Edward J. Perry
Vice Chairperson IWF Committee

Minutes prepared by Lana Kavar and Remy Legaspi

County of Santa Clara

Department of Correction

180 West Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX 288-8271



John Hirokawa
Chief of Correction

Prepared by: Josephine Lin, Accountant III

DATE: November 16, 2010

TO: Inmate Welfare Fund Committee

FROM: ^{JC} Julie Chou, Financial Services Manager

SUBJECT: Fiscal Year 2011 Inmate Welfare Fund Financial Status Report as of September 30, 2010

RECOMMENDED ACTION

Accept the Fiscal Year (FY) 2011 Inmate Welfare Fund (IWF) Financial Status Report as of September 30, 2010.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the recommended action.

REASON FOR RECOMMENDED ACTION

This informational report provides the financial status of the IWF based on FY 2011 year-to-date actual/accrued revenues and expenditures through September 30, 2010. Attachment I presents this financial information in columns as described below.

- **FY 2011 Approved Plan** – reflects the IWF Financial Plan as approved by the IWF Committee on May 5, 2010.
- **FY 2011 Approved Modified Plan** – based on the IWF Financial Plan plus any modifications that have been approved by the IWFC through September 30, 2010.
- **YTD Actual 09/30/10** – includes the amount of actual and accrued revenues and expenditures through September 30, 2010.
- **Unspent Balance 09/30/10** – equals the Approved Modified Plan minus YTD actual through September 30, 2010.
- **Projection 09/30/10** – includes staff's projections based on YTD actuals through September 30, 2010 and any other information pertinent to revenue and/or expenses.
- **(Un)Favorable Variance b/t Modified Plan & Projection** – equals the Approved Modified Plan minus the Projection 09/30/10 column.

Board of Supervisors: Donald F. Gage, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss
County Executive: Jeffrey V. Smith

FY 2011 INITIAL FINANCIAL STATUS

- The FY 2011 IWF Financial Plan was approved by the IWFC on May 5, 2010. The approved plan assumed FY 2011 annual expenses would exceed revenues by \$1,378,243. This anticipated deficit included expenses of \$428,839 for implementation of recommendations made by Crout and Sida Criminal Justice Consultants (CSCJC) in their Programs Needs Assessment Report, and one-time funding of \$200,000 for implementation of the recommendation received in the Assessment of the TV Signal Delivery System in FY 2010 and \$100,000 for Recidivism Study—a study to evaluate the impact of the current repertoire of programs offered to inmates have on recidivism and the effectiveness of these programs in reducing recidivism. The expenses for implementing the CSCJC recommended programs will be funded by the remaining of the \$1.5 million class action settlement received in FY 2008; funding for the one-time funded projects will be allocated from the IWF unallocated fund balance.
- The Approved Modified Plan is the same as Approved Plan as there was no modification made from May 5, 2010 to September 30, 2010.
- As of September 30, 2010, revenue for the year is projected to be \$221,000 lower than the approved plan. This unfavorable variance is primarily attributed to the \$200,000 annual telephone bonus from Evercom ceased along with the expiration of the telephone contract on July 31, 2010. Staff is in the process of finalizing a new contract with GTL, the new telephone service provider. The approved plan assumed the annual bonus would continue; however, GTL offers a higher telephone commission rate which will leverage out the annual bonus from Evercom. Interest income and recoverable sales are expected to be lower than approved plan by a total of \$21,000. Revenues from commissary and telephone commissions are projected to be in-line with the approved plan.

Expenditures are projected to have an overall savings of \$36,700. The cost savings include \$20,000 for the Recidivism Study project as partial of the current year project cost is funded by the American Recovery and Reinvestment Act of 2009 grant; and a total of \$16,700 from inmate incentive meals, contract for Parent Education Classes and supplies for the RCP program.

CONSEQUENCES OF NEGATIVE ACTION

Without acceptance of this report, the IWFC will not receive information pertaining to the FY 2011 financial status of the IWF as of September 30, 2010.

ATTACHMENT

- FY 2011 Inmate Welfare Fund Financial Status Report as of September 30, 2010

FY 2011
IWF Financial Status Report
As of September 30, 2010

Account Title	FY 2011 Approved Plan	FY 2011 Approved Modified Plan	YTD Actual 09/30/10	Unspent Balance 09/30/10	Operation	One- Time	CSCJC	Total	(Un)Favorable Variance b/t Modified Plan & Projection
Incentive Program -Beverages	20,000	20,000	1,051	18,949	20,000	-	-	20,000	-
Incentive Meals for Inmate Workers	136,000	136,000	33,062	102,938	130,000	-	-	130,000	6,000
Repair & Maintenance-Other Equip	1,000	1,000	172	828	1,000	-	-	1,000	-
Subscriptions	56,500	56,500	13,923	42,577	-	-	56,500	56,500	-
TV System Upgrade	200,000	200,000	-	200,000	-	200,000	-	200,000	-
Subtotal Inmate Expenses	446,700	446,700	48,208	398,492	184,200	200,000	56,500	440,700	6,000
Inmate Program & Service Contracts									
Adult Education Program -MUSD	20,000	20,000	5,000	15,000	20,000	-	-	20,000	-
Food Safety Workshop-Mission College	4,600	4,600	858	3,742	4,600	-	-	4,600	-
Indigent Hygiene & Stationery Kits Obligation	3,000	3,000	-	3,000	3,000	-	-	3,000	-
Inmate Assit/Infraction Svcs-Friends Outside	159,000	159,000	40,176	118,824	84,270	-	74,730	159,000	-
Inmate Literacy Program-SCC Library	146,000	146,000	36,500	109,500	86,181	-	59,819	146,000	-
Inmate Television Services & Equipment	50,000	50,000	9,900	40,100	50,000	-	-	50,000	-
Legal Assistance Services-Legal Research Associates	185,211	185,211	45,284	139,927	185,211	-	-	185,211	-
Parent Education Classes - Clbart, Adele Pat	30,000	30,000	7,189	22,811	27,300	-	-	27,300	2,700
Religious Services Program-CIC	50,000	50,000	10,313	39,687	50,000	-	-	50,000	-
Roadtrip to Recovery Individual Journaling Program	7,500	7,500	-	7,500	-	-	7,500	7,500	-
Supplies for RCP Program	23,000	23,000	650	22,350	15,000	-	-	15,000	8,000
Trauma Recovery Program (SCVHHS Custody Health)	76,224	76,224	19,056	57,168	-	-	76,224	76,224	-
Subtotal Inmate Program & Svc Contracts	754,535	754,535	174,926	579,609	525,562	-	218,273	743,835	10,700
Total Expenditures	4,943,943	4,943,943	1,129,308	3,814,635	4,198,404	280,000	428,839	4,907,243	36,700
FY 2011 Rev. over (Under) Expenditures	(1,378,243)	1,378,243	(374,114)	-	(853,704)	(280,000)	(428,839)	(1,562,543)	(184,300)
FY 2010 Fund Balance Rollover	3,159,013	3,159,013	3,221,501	-	2,353,225	-	868,276	3,221,501	62,488
FY 2011 Fund Balance	1,780,770	1,780,770	2,847,387	-	1,499,521	(280,000)	439,437	1,658,958	(121,812)
Fund Balance Reserve-Operating	491,726	491,726	-	-	490,388	-	-	490,388	(1,338)
Fund Bal. Reserve-Settlement Agreement	437,914	437,914	-	-	-	-	439,437	439,437	1,523
Unallocated Fund Balance	851,131	851,131	-	-	1,009,133	(280,000)	-	729,133	(121,998)

FY 2011
IWF Financial Status Report
As of September 30, 2010

IWFC 11/16/10
Item # 4 Attachment I

Account Title	FY 2011	FY 2011	YTD	Unspent	Operation	One-	CSCJC	Total	(Un)Favorable
	Approved Plan	Approved Modified Plan	Actual 09/30/10	Balance 09/30/10	09/30/10	Time			Variance b/t Modified Plan & Projection
Revenue Sources:									
Telephone Commission	1,835,000	1,835,000	405,795	-	1,835,000	-	-	1,835,000	-
Telephone-annual bonus	200,000	200,000	-	-	-	-	-	-	(200,000)
Commissary Commission	1,450,000	1,450,000	335,526	-	1,450,000	-	-	1,450,000	-
Interest Income	41,700	41,700	6,482	-	30,700	-	-	30,700	(11,000)
Revenue - Other (Recoverable Sales and Other)	39,000	39,000	7,391	-	29,000	-	-	29,000	(10,000)
Total Revenue	3,565,700	3,565,700	755,194	-	3,344,700	-	-	3,344,700	(221,000)
Salaries & Benefits									
Assignment Officers	120,207	120,207	30,052	90,155	120,207	-	-	120,207	-
Commissary Staff	624,799	624,799	156,200	468,599	624,799	-	-	624,799	-
Fiscal IWF Staff	341,937	341,937	85,484	256,453	341,937	-	-	341,937	-
IWF/Admin	166,554	166,554	41,638	124,916	166,554	-	-	166,554	-
ISD Support	131,433	131,433	32,858	98,575	131,433	-	-	131,433	-
Inmate Services	106,521	106,521	26,630	79,891	106,521	-	-	106,521	-
Programs Staff	1,730,082	1,730,082	432,520	1,297,562	1,576,016	-	154,066	1,730,082	-
Classification	153,855	153,855	38,464	115,391	153,855	-	-	153,855	-
Operation/Warehouse	176,220	176,220	44,055	132,165	176,220	-	-	176,220	-
Subtotal Salaries & Benefits	3,551,608	3,551,608	887,901	2,663,707	3,397,542	-	154,066	3,551,608	-
Operating & Inmate Expenses									
Operating:									
Equipment - Other (not F/A)	1,000	1,000	-	1,000	1,000	-	-	1,000	-
Miscellaneous Expenses	1,000	1,000	146	854	1,000	-	-	1,000	-
Office Supplies	3,000	3,000	-	3,000	3,000	-	-	3,000	-
Recidivism Study	100,000	100,000	18,127	81,873	-	80,000	-	80,000	20,000
IWF Audit/Time Study	86,100	86,100	-	86,100	86,100	-	-	86,100	-
Subtotal Operating Expenses	191,100	191,100	18,273	172,827	91,100	80,000	-	171,100	20,000
Athletic Equipment	3,500	3,500	-	3,500	3,500	-	-	3,500	-
Games	8,000	8,000	-	8,000	8,000	-	-	8,000	-
Grooming Equipment	3,200	3,200	-	3,200	3,200	-	-	3,200	-
Hot Water Pots	18,500	18,500	-	18,500	18,500	-	-	18,500	-

County of Santa Clara

Inmate Welfare Fund Committee

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(408) 808-3640 FAX 808-3656



John Hirokawa
Chief of Correction

Prepared By: Remy Legaspi
Management Analyst

November 16, 2010

TO: Inmate Welfare Fund Committee
FROM: Martha Wapenski, Director, Administrative Services
SUBJECT: Inmate Welfare Fund Committee Meeting Schedule for 2011

Recommended Action

Approve the Inmate Welfare Fund Committee (IWFC) meeting schedule for calendar year 2011.

Financial Implications

There are no financial implications associated with the recommended action.

Reasons for Recommended Action

Section 8 of the Rules of the IWFC state the IWFC will meet twice a year or more often if deemed as necessary. Approval of the schedule as submitted will ensure the timely flow of information to and from the IWFC during IWF financial planning and contract development processes.

Consequences of Negative Action

Without approval of the recommended action, the IWFC will not have a 2011 meeting schedule.



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Inmate Welfare Fund Committee
Meeting Schedule for 2011

NEW MEETING LOCATION

All IWF Committee meetings are held in Room 157 located behind the Information Desk on the first floor of the East Wing at 70 West Hedding Street, San Jose, California 95110

MEETING DATE	SUBMITTALS DUE*
Wednesday, April 6, 2011, 10 a.m.	Wednesday, March 2, 2011
Wednesday, November 2, 2011, 10 a.m.	Wednesday, September 29, 2011

* Items to be submitted to the IWF Committee for consideration must be submitted to the Director of Administrative Services at 180 West Hedding Street, San Jose, California 95110 or via fax at (408) 808-3656 on or before the due date listed above.

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Department of Correction

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San Jose, California 95110-1772
(408) 808-3640 FAX 288-8271



John Hirokawa
Chief of Correction

Prepared by: Josephine Lin, Accountant III

DATE: November 16, 2010
TO: Inmate Welfare Fund Committee
FROM: ^{JC} Julie Chou, Financial Services Manager
SUBJECT: Fiscal Year 2010 Inmate Personal Fund Balance and Activity Report

RECOMMENDED ACTION

Accept the attached Inmate Personal Fund (IPF) Statement of Fiduciary Assets and Statement of Changes in the Fiduciary Assets as an informational report for the IPF during the period July 1, 2009 through June 30, 2010.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the recommended action.

REASON FOR RECOMMENDED ACTION

This report includes information about the IPF fund balance and the number of financial transactions processed during Fiscal Year 2010. Inmate Welfare Fund (IWF) staff is required to submit this information to the IWF Committee annually.

BACKGROUND

Monies collected from inmates booked into the custody of the Department of Correction (DOC) are deposited in the County of Santa Clara's bank account. The IPF was established on February 2, 1979, for the purpose of segregating IPF funds from the County's General Fund. Monies collected from inmates are individually tracked to ensure the correct amount is refunded to the inmates when they are released from custody. While the inmates are in custody, they can use their monies for the purchase of snack foods and various sundry items through commissary services. The inmates can also authorize DOC staff to issue warrants to their relatives and/or friends.

Currently, the DOC has an agreement with Keefe Commissary Network, LLC (Keefe) for commissary services. The Agreement requires that Keefe maintains an accounting system for the IPF trust fund activities. The accounting system provides an individual accounting of all inmate transactions. These transactions are also entered in the County's SAP accounting system. At periodic intervals, both accounting records are reconciled. Deposits are entered into the Keefe system seven days per week and are reconciled and deposited into the bank on the next business day. A file containing warrants issued to inmates through the Keefe system is transmitted to the bank every business day. All void warrants are verified in the Keefe system to ensure that funds are returned to the inmate's account.

When an inmate is released, the balance of his/her account is refunded in the form of a warrant or partial cash and a warrant. Each facility has a revolving petty cash fund used to issue refunds to inmates. A cash disbursement report is generated through the Keefe system to summarize all cash disbursements and is forwarded to Financial Services. All cash disbursement reports are reconciled at Financial Services twice each week and the revolving petty cash funds at each of the facilities are replenished at that time.

Commissary orders by inmates are scanned and charged to their accounts electronically once a week. Sales are voided manually by DOC staff when an inmate does not receive his/her order. Keefe submits a bill for the commissary orders weekly. The invoices are paid to the commissary vendor through the issue of a warrant and commissions due to the IWF are transferred from the IPF through a journal entry between the two trust funds.

CONSEQUENCES OF NEGATIVE ACTION

Without acceptance of this report, the IWF Committee will not receive information about IPF activities during Fiscal Year 2010.

**County of Santa Clara
Department of Correction
Inmate Personal Fund
Statement of Fiduciary Assets
As of June 30, 2010**

Assets

Current Assets

Cash

Cash-Commingled \$ 401,856.48

Cash-Imprest 4,800.00

Total Assets \$ 406,656.48

Liabilities and Net Assets

Liabilities

Warrants Payable ¹ \$99,628.26

Total Liabilities 99,628.26

Fund Balance

Funds held in trust 307,028.22

Total Liabilities and Net Assets \$ 406,656.48

¹ This represents the warrants issued from the IPF that were outstanding on June 30, 2010.

**County of Santa Clara
Department of Correction
Inmate Personal Fund
Statement of Changes in the Fiduciary Assets
For the Period Ended June 30, 2010**

Additions

Receipts ¹	<u>\$5,474,480.17</u>
-----------------------	-----------------------

Deductions

Disbursements ²	<u>\$5,512,241.18</u>
----------------------------	-----------------------

Change in net assets	(37,761.01)
----------------------	-------------

Fund balance, beginning of year	<u>344,789.23</u>
---------------------------------	-------------------

Fund balance at end of year	<u><u>\$307,028.22</u></u>
-----------------------------	----------------------------

¹ This represents 94,676 transactions of collections from inmates and their friends and families.

² This represents 46,902 transactions for cash/warrant issued to inmates upon released, vendors and Inmate Welfare Fund.

County of Santa Clara

Department of Correction

180 West Hedding Street
San Jose, California 95110-1772
(408) 808-3640 FAX 288-8271



John Hirokawa
Chief of Correction

Prepared by: Remy Legaspi
IWF Management Analyst
Reviewed by: Julie Chou
Fiscal Officer

November 16, 2010

TO: Inmate Welfare Fund Committee

FROM: Martha Wapenski, Director, Administrative Services

SUBJECT: Audited Inmate Welfare Fund Financial Statement for Fiscal Year 2010

RECOMMENDATION

Accept the audited Inmate Welfare Fund (IWF) Financial Statement and independent auditor's report for Fiscal Year (FY) 2010 and direct staff to forward it to the Board of Supervisors through the Public Safety and Justice Committee as an informational item.

FISCAL IMPLICATIONS

There are no fiscal implications associated with the recommended action.

REASONS FOR RECOMMENDATION

The Department of Correction (DOC) submits an IWF Financial Statement to the Board of Supervisors each year in accordance with California Penal Code 4025 (e), which states, "An itemized report of these expenditures shall be submitted annually to the board of supervisors."

The unaudited FY 2010 IWF expenditure report was accepted by the Public Safety and Justice Committee (PSJC) as an informational report on October 13, 2010. The PSJC will forward the FY 2010 IWF expenditure report to the Board of Supervisors (Board) as an informational item in the next Board Meeting. The DOC's transmittal advised the PSJC and the Board that it would submit the audited statement in March 2011.

CONSEQUENCES OF NEGATIVE ACTION

The IWF Committee and Board of Supervisors would not receive the audited Inmate Welfare Fund Financial Statement for Fiscal Year 2010.

ATTACHMENTS

- County of Santa Clara Department of Correction Inmate Welfare Fund Audit Report – Year Ended June 30, 2010

Board of Supervisors: Ken Yeager, Liz Kniss, Donald F. Gage, George Shirakawa, Dave Cortese
County Executive: Jeffrey V. Smith

**COUNTY OF SANTA CLARA
DEPARTMENT OF CORRECTION
INMATE WELFARE FUND**

AUDIT REPORT

YEAR ENDED JUNE 30, 2010



Vargas and Company

CHARTERED ACCOUNTANTS

**County of Santa Clara – Department of Correction
Inmate Welfare Fund**

**June 30, 2010
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Vargas and Company

certified public accountants

INDEPENDENT AUDITORS' REPORT

To the County of Santa Clara – Department of Correction
Inmate Welfare Fund
San Jose, California

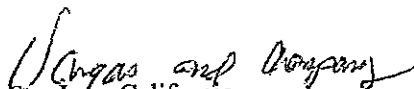
We have audited the accompanying statement of fiduciary net assets of County of Santa Clara – Department of Correction Inmate Welfare Fund as of June 30, 2010, and the related statement of changes in fiduciary fund net assets for the year then ended. These financial statements are the responsibility of the County of Santa Clara – Department of Correction Inmate Welfare Fund's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 2, the financial statements present only the County of Santa Clara – Department of Correction Inmate Welfare Fund, and are not intended to present fairly the financial position of the County of Santa Clara – Department of Correction, as of June 30, 2010, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the County of Santa Clara – Department of Correction Inmate Welfare Fund as of June 30, 2010, and the changes in its net assets for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 27, 2010 on our consideration of the County of Santa Clara – Department of Correction Inmate Welfare Fund internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.


San Jose, California
August 27, 2010

Financial Statements

County of Santa Clara - Department of Correction
Inmate Welfare Fund
Statement of Fiduciary Net Assets
June 30, 2010
(with comparative totals for June 30, 2009)

	<u>2010</u>	<u>2009</u>
ASSETS		
Current Assets		
Cash and Investments	\$ 3,187,256	\$ 4,108,136
Accounts Receivable	142,202	160,772
Interest Receivable	<u>7,429</u>	<u>20,244</u>
Total current assets	3,336,887	4,289,152
Property and Equipment		
Property and Equipment, Net of Accumulated Depreciation (Note 4)	<u>40,317</u>	<u>43,379</u>
TOTAL ASSETS	<u>\$ 3,377,204</u>	<u>\$ 4,332,531</u>
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts Payable	<u>\$ 115,386</u>	<u>\$ 142,619</u>
Total liabilities	115,386	142,619
Net Assets		
Held for Benefit and Welfare of Inmates	<u>3,261,818</u>	<u>4,189,912</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,377,204</u>	<u>\$ 4,332,531</u>

The notes to the financial statements are an integral part of this statement.

County of Santa Clara - Department of Correction
Inmate Welfare Fund
Statement of Changes in Fiduciary Net Assets
Year Ended June 30, 2010
(with comparative totals for June 30, 2009)

	2010	2009
<u>ADDITIONS:</u>		
Interest income	\$ 41,435	\$ 121,704
Telephone commision	1,983,797	2,269,778
Commissary commission	1,354,715	1,331,863
Other income	37,559	130,420
	3,417,506	3,853,765
<u>DEDUCTIONS:</u>		
Expense for Salaries & Benefits		
IWF administration staff	512,974	524,798
Commissary staff	610,266	604,169
Program staff	1,678,131	1,397,745
Support services	619,461	662,277
	3,420,832	3,188,989
Expense for Independent Audit	9,600	84,430
Expense for Equipment & Supplies		
Appliance & other equipment	20,227	21,805
Assessment of TV signal Delivery System	26,193	-
Depreciation	3,062	3,146
Grooming equipment	2,237	1,963
Incentive meals for inmate workers	129,659	138,462
Indigent Kits	-	10,962
Games & athletic equipment	10,722	10,296
Subscriptions	53,550	55,808
Supplies for neatness incentive program	15,718	13,427
Miscellaneous expense	2,765	3,155
	264,133	259,024

"continued"

The notes to the financial statements are an integral part of this statement.

County of Santa Clara - Department of Correction
Inmate Welfare Fund
Statement of Changes in Fiduciary Net Assets
Year Ended June 30, 2010
(with comparative totals for June 30, 2009)

	<u>2010</u>	<u>2009</u>
Expense for Programs		
Chaplaincy program	\$ 41,251	\$ 41,250
Education books & roadmap to recovery	10,182	7,386
GED Testing program - Milpitas Unified School District	20,000	20,000
General inmate services	165,398	124,420
Law library services program	158,111	158,545
Literacy program	125,420	118,320
Parenting program	23,384	24,050
Serve safe class for inmate food workers	2,195	-
Supplies for RCP program	12,035	14,925
Television cable services	39,264	31,200
Trauma Recovery Program	53,795	44,853
	<u>651,035</u>	<u>584,949</u>
Total expense for programs		
	<u>4,345,600</u>	<u>4,117,392</u>
Total deductions		
Change in net assets	(928,094)	(263,627)
Net assets at beginning of year	<u>4,189,912</u>	<u>4,453,539</u>
Net assets at end of year	<u>\$ 3,261,818</u>	<u>\$ 4,189,912</u>

"concluded"

The notes to the financial statements are an integral part of this statement.

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2010

NOTE 1

GENERAL INFORMATION

The Inmate Welfare Fund (IWF) is a trust fund administered by the Santa Clara County Department of Correction (DOC) primarily for the benefit, education, and welfare of inmates. Section 4025 of the California Penal Code authorizes the Sheriff to establish a store (commissary) in county jails. Penal Code Section 4025(f) further states that “the operation of a store within any other county adult detention facility which is not under the jurisdiction of the sheriff shall be governed by the provision of this section, except that the board of supervisors shall designate the proper county official to exercise the duties otherwise allocated in this section to the sheriff.” Section 509 of the county charter appoints the Chief of Correction as the county official responsible to operate the county jail. Profit earned pursuant to Penal Code Section 4025 and any interest earned on funds shall be placed in the IWF. Money accumulated in the IWF may be expended for inmate recreational, educational and vocational programs, when approved by the Inmate Welfare Fund Committee.

The money in the IWF may also be expended to provide indigent inmates assistance with the reentry process within 14 days after the inmate’s release. The assistance may include work placement, counseling, obtaining proper identification, education, and housing. This assistance is a pilot program created specifically for indigent inmates resulting from the enactment of the Penal Code Section 4025.5, which will remain in effect until January 1, 2013, and as of that date is repealed, unless a later enacted statute deletes or extends that date. The Santa Clara County is a participant of the pilot program.

NOTE 2

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Reporting Entity

The financial statements are in conformity with accounting principles generally accepted in the United States of America and present only the financial position and activities of the Inmate Welfare Fund (0306), and are not intended to present the financial position and activities of the County of Santa Clara – Department of Correction.

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2010

NOTE 2

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

B. Basis of Accounting

The accompanying financial statements of County of Santa Clara -- Department of Correction Inmate Welfare Fund have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial principles. The IWF also applies Financial Accounting Standards board (FASB) Statements and interpretations issued on or before November 30, 1989, to its governmental activities provided they do not conflict with or contradict GASB pronouncements.

The financial statements of IWF have been prepared on the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place.

C. Cash and Investments

Cash and investments for the IWF are maintained in the county's cash commingled and investment pool. Funds are invested according to the regulations of California Government Code and the investment policy approved annually by the County Treasury Oversight Committee and the Board of Supervisors. Investments are generally carried at the fair value. Relevant information about the portion of the investment pool related to the IWF is not available. Information regarding the characteristics of the entire investment pool can be found in the County's June 30, 2010 basic financial statements.

D. Interest Receivable

Interest receivable represents accrued interest earnings on cash maintained in the county's cash commingled and investment pool.

E. Property and Equipment

Property and equipment acquired by the IWF are considered to be owned by the IWF. All property and equipment are valued at historical cost and depreciated using straight-line method over the estimated useful lives, which range from 5 to 20 years. Any equipment purchase of more than \$5,000 is recorded as fixed asset. All computer equipment is recorded as fixed asset even if the cost is less than \$5,000.

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2010

NOTE 2 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** – Continued

F. Revenue

- **Interest income** represents interest earned on the IWF funds deposited and included in the County's commingled funds. The County Controller allocates earned interest quarterly based upon the average daily cash balances of funds.
- **Telephone commission** is the revenue collected by the IWF for its share of the revenues generated by Evercom Systems, Inc. in providing telephone services to the inmates in the Department of Correction.
- **Commissary commission** is the revenue collected by the IWF for its share of the revenues generated by Keefe Commissary Network, LLC in their sales of commissary to inmates housed in the facilities of the Department of Correction.

G. Expense

The Santa Clara County Department of Correction's Inmate Welfare Fund Committee (IWFC), chaired by the Chief of Correction, approves all IWF expenses. The IWF Committee approves an annual IWF Financial Plan which includes funding for salaries and benefits for staff performing IWF functions, operating expenses for IWF equipment and supplies, inmate expenses for IWF items, and inmate programs and service contracts that benefit the inmates. Inmate programs are focused on education, rehabilitation, and vocational training, all of which are consistent with Department of Correction initiatives to assist inmates with their successful re-entry to the community.

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 3 **CONCENTRATION OF REVENUE**

The IWF realizes approximately 98% of its total revenue from telephone and commissary commissions.

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Notes to the Financial Statements
Year Ended June 30, 2010

NOTE 4 **PROPERTY AND EQUIPMENT**

Property and equipment consists of the following:

	2010	2009
Computer Equipment	\$ 21,183	\$ 21,183
Sand Blaster	61,240	61,240
 Total Cost	 82,423	 82,423
 Less: Accumulated Depreciation	 (42,106)	 (39,044)
 Net Book Value	 \$ 40,317	 \$ 43,379

NOTE 5 **TIME STUDY**

In compliance with the settlement agreement which resulted from the class action complaint (Hopkins et al. v. Flores et al., Case No. 1-05-CV 035647) filed by the inmate class in February 2005, the DOC contracted with a CPA consulting firm, Macias Consulting Group (MCG), to perform a time study of the DOC employees performing IWF tasks and IWF contracted services. MCG commenced the time study in November 2008 based on the requirements specified in the settlement agreement and concluded the time study in June 2009. Results from the time study were approved by the IWF Committee on July 1, 2009 and were used to form basis for the IWF's salaries and benefits reimbursement to the General Fund for fiscal year 2009 and 2010. In addition, the IWF Committee approved funding of additional 0.2 FTE in FY 2010, which resulted from time study performed by the IWF staff on three vacant or employees on leave positions that were identified by MCG as IWF eligible but not surveyed during the 2009 time study.

A copy of the MCG time study report can be obtained from the DOC Administration at 180 W Hedding Street, San Jose, California 95110.

NOTE 6 **SUBSEQUENT EVENT**

On June 18, 2010, the County Board of Supervisors approved the FY 2011 Recommended Budget, which included the administrative restructuring of the Department of Correction and the Office of the Sheriff effective July 1, 2010.

Management had evaluated the subsequent events through August 27, 2010, which is the date the financial statements were available to be issued, and does not foresee any impact, as a result of the restructuring, that will affect the IWF operations.

**Report on Internal Control over Financial
Reporting and on Compliance and Other
Matters Based on an Audit of Program
Statement Performed in Accordance
With Government Auditing Standards**



Vargas and Company

certified public accountants

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the County of Santa Clara – Department of Correction
Inmate Welfare Fund
San Jose, California

We have audited the financial statements of the County of Santa Clara – Department of Correction Inmate Welfare Fund, as of and for the year ended June 30, 2010, and have issued our report thereon dated August 27, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the County of Santa Clara – Department of Correction Inmate Welfare Fund's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County of Santa Clara – Department of Correction Inmate Welfare Fund's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the County of Santa Clara – Department of Correction Inmate Welfare Fund's internal control over financial reporting.


A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such as that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County of Santa Clara – Department of Correction Inmate Welfare Fund's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the Santa Clara County Board of Supervisors, members of the Santa Clara County of Santa Clara – Department of Correction Inmate Welfare Fund Committee, and the management of the Santa Clara County of Santa Clara – Department of Correction Inmate Welfare Fund, and is not intended to be and should not be used by anyone other than these specified parties.


Vargas and Company
San Jose, California
August 27, 2010

**Schedule of Findings and
Questioned Costs**

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Schedule of Findings and Questioned Costs
Year Ended June 30, 2010

There are no material findings and questioned costs in the current year.

**Summary Schedule of
Prior Audit Findings**

County of Santa Clara – Department of Correction
Inmate Welfare Fund
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2010


There were no material findings and questioned costs reported in the prior year.

County of Santa Clara
Department of Correction
Inmate Welfare Fund



180 W. Hedding Street
San Jose, California 95110-1772
(408) 808-3654 FAX: 288-8271

John Hirokawa
Chief of Correction

DATE: November 16, 2010
TO: Inmate Welfare Fund Committee
FROM: Fletcher Dobbs, Senior Management Analyst 
SUBJECT: DOC Fiscal Year 2010 Programs Performance Reports

RECOMMENDED ACTION

Accept informational report on Department of Correction Programs, Fiscal Year 2010 performance.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this informational report.

BACKGROUND

This report is a review of Department of Correction Fiscal Year 2010 Programs performance, July 1, 2009 through June 30, 2010. This report is a collection of performance statistics and information relevant to each program.

REASON FOR RECOMMENDED ACTION

This report is submitted to the IWF Committee to provide performance and service-level information for Department of Correction Programs for the period July 1, 2009 through June 30, 2010.

Santa Clara County Department of Correction

Fiscal Year 2010 PROGRAMS PERFORMANCE REPORTS

July 1, 2009 – June 30, 2010



COUNTY OF SANTA CLARA
DEPARTMENT OF CORRECTION

CHIEF JOHN HIROKAWA

November 16, 2010

SANTA CLARA COUNTY DEPARTMENT OF CORRECTION

Fiscal Year 2010

INMATE PROGRAMS PERFORMANCE REPORTS

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**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Correctional Institutions Chaplaincy**

Services Provided	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total				
1. Mandated						
Christian Religious Services						
A. English	1,486	1,306	88%	2,792	100%	2,781
1. Adult Custody Mental Health (included in "A.")	28	39	139%	67	110%	61
2. Native American Services (included in "A.")	3	2	67%	5	56%	9
3. SVP (included in "A.")	2	-	-	2	67%	3
B. Spanish	340	339	100%	679	103%	661
C. Vietnamese	73	48	66%	121	161%	75
D. Other Religious Services and Contacts	727	885	122%	1,612	107%	1,511
Mandated Religious Services Totals	2,626	2,578		5,204		5,101
E. Number of Pastoral Visits by Outside Clergy	200	159	80%	359	88%	408
F. Number of Inmates Receiving Individual Religious Counseling	3,129	3,402	109%	6,531	93%	6,992
G. Number of Religious Meal Requests and Evaluations	243	263	108%	506	71%	712
2. Non-Mandated						
H. Number of Referrals to Community Based Organizations	362	275	76%	637	105%	605
I. Number of Inmate Request Forms Received	4,599	4,761	104%	9,360	94%	10,008
J. Number of Inmate Request Forms Answered	4,372	4,510	103%	8,882	94%	9,488
K. Number of Inmates Participating in Services (Approximate)	23,406	19,433	83%	42,839	90%	47,838
L. Death Notification and Counseling	76	118	155%	194	61%	320
M. Suicide Counseling	-	-	-	-	0%	1
N. Other Services & Categories						
1) Heart and Soul	252	64	25%	316	199%	159
2) Concerts	7	-	0%	7	350%	2
3) Boxes of Books Donated	173	176	102%	349	76%	458
4) Services Denied / Lockdowns	78	46	59%	124	111%	112

Source: FY 2010 CIC Monthly Billing Reports

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Friends Outside In Santa Clara County**

Services Provided	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total				
1. Mandated						
Number of Pro Per copies made	24,713	24,531	99%	49,244	86%	57,278
Total hours for mandated services	294	282	96%	576	93%	618
Percent of Time Spent Performing Mandated Services	9%	8%		8%		13%
2. Non-Mandated						
Inmate Requests Received	3,431	2,944	86%	6,375	137%	4,639
Inmate Requests Responded to Within Two Weeks % Of Total	2,899 84%	2,687 91%	93%	5,586 88%	154%	3,638 78%
Inmate Requests Responded to After Two Weeks % Of Total	532 16%	267 9%	50%	799 13%	80%	1,001 22%
Total Interview Contacts	3,431	2,944	86%	6,375	137%	4,639
Notary Services	179	160	89%	339	130%	261
Number of Checks Cashed	28	12	43%	40	78%	51
Infraction Interviews	32	-	0%	32	12%	263
Infraction Hearings	32	-	0%	32	12%	267
Packages of Books Delivered	1,503	1,287	86%	2,790	92%	3,042
Average Number of Volunteers	6.2	4.5	73%	5.3	114%	5.4
Volunteer Hours	670	780	116%	1,450	86%	1,692
Locate Phone & Address Information	708	350	49%	1,058	127%	836
Locate Property	168	35	21%	203	112%	181
Other Services: Photocopies, legal documents	2,200	2,050	93%	4,250	63%	6,720
Medical Requests, Glasses, etc.	782	365	47%	1,147	155%	741
Other Book Requests	938	270	29%	1,208	151%	800
Divorce and Marriage Information	155	110	71%	265	110%	240
Total Hours for Non-Mandated Services	3,146	3,230	103%	6,376	156%	4,085
Percent of Time Spent Performing Non-Mandated Services	91%	92%		92%		87%

Source: FY 2010 Friends Outside Monthly Billing Reports

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Legal Research Associates**

Services Provided	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half	2nd Half				
Imate Requests for LRA Services *						
Main Jail Inmates						
Non-Pro-Per	1,093	1,111	102%	2,204	92%	2,393
Pro-Per	107	103	96%	210	88%	240
Total Main Jail Inmates Making Requests	1,200	1,214	101%	2,414	92%	2,633
Elmwood Inmates						
Non-Pro-Per	1,154	1,224	106%	2,378	105%	2,267
Pro-Per	-	1	-	1	50%	2
Total Elmwood Inmates Making Requests	1,154	1,225	106%	2,379	105%	2,269
Total Inmates						
Non-Pro-Per	2,247	2,335	104%	4,582	98%	4,660
Pro-Per	107	104	97%	211	87%	242
Total Inmates Making Requests	2,354	2,439	104%	4,793	98%	4,902
Separate Responses Provided						
Main Jail						
Non-Pro-Per	3,172	3,240	102%	6,412	84%	7,592
Pro-Per	898	764	85%	1,662	59%	2,804
Total Main Jail Responses	4,070	4,004	98%	8,074	78%	10,396
Elmwood						
Non-Pro-Per	2,400	2,641	110%	5,041	108%	4,648
Pro-Per	-	1	-	1	50%	2
Total Elmwood Responses	2,400	2,642	110%	5,042	108%	4,650
Total						
Non-Pro-Per	5,572	5,881	106%	11,453	94%	12,240
Pro-Per	898	765	85%	1,663	59%	2,806
Total Responses	6,470	6,646	103%	13,116	87%	15,046
Average Responses / Inmate Request	2.7	2.7	99%	2.7		3.1
Response Pages Provided						
Main Jail	216,965	230,154	106%	447,119	84%	535,055
Elmwood	117,928	139,737	118%	257,665	115%	223,505
Total	334,893	369,891	110%	704,784	93%	758,560
Average Pages / Response	52	56	107%	51.9		50.5
Average Pages / Inmate Request	142	151	107%	141.9		155.3
Additional Topic Packets Supplied						
Main Jail						
Criminal Topic	6,177	6,422	104%	12,599	112%	11,282
Civil/Family Law Topic	510	518	102%	1,028	89%	1,156
Total Main Jail Packets Supplied	6,687	6,940	104%	13,627	110%	12,438
Elmwood						
Criminal Topic	3,369	3,596	107%	6,965	108%	6,420
Civil/Family Law Topic	423	360	85%	783	99%	787
Total Elmwood Packets Supplied	3,792	3,956	104%	7,748	108%	7,207
Total						
Criminal Topic	9,546	10,018	105%	19,564	111%	17,702
Civil/Family Law Topic	933	878	94%	1,811	93%	1,943
Total Additional Topic Packets Supplied	10,479	10,896	104%	21,375	109%	19,645

*: Total number of different inmates that made a request each month, totaled for the period; An individual inmate may be included in the total for more than one month.

Source: FY 2010 LRA Monthly Billing Reports

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Milpitas Adult Education**

Educational Activity Participant Categories	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half	2nd Half				
GED Testing - Inmate Totals						
Tested	252	245	97%	497	75%	663
Passed	115	121	105%	236	64%	368
Failed	96	84	88%	180	79%	229
Incomplete	41	40	98%	81	123%	66
Inmate Training Program Participation Totals						
Adult Education **						
Job Readiness	835	765	92%	1,600	107%	1,500
Basic Study Skills	1,132	763	67%	1,895	106%	1,787
Art	644	949	147%	1,593	95%	1,672
Math Review	139	64	46%	203	85%	238
English as a Second Language	551	348	63%	899	72%	1,249
English Review	257	124	48%	381	111%	344
GED Test Prep	699	453	65%	1,152	66%	1,746
	<u>4,257</u>	<u>3,466</u>	81%	<u>7,723</u>	90%	<u>8,536</u>
Vocational Education **						
Computers						
Elmwood Men's	442	299	68%	741	83%	890
Elmwood Women's	666	727	109%	1,393	123%	1,136
Industries						
Arc Welding	124	94	76%	218	240%	91
Cabinet Making	33	32	97%	65	171%	38
Upholstery	28	24	86%	52	121%	43
	<u>1,293</u>	<u>1,176</u>	91%	<u>2,469</u>	112%	<u>2,198</u>
Health and Safety Education **						
Substance Abuse						
Elmwood Men's	2,570	1,708	66%	4,278	105%	4,093
Elmwood Women's	662	414	63%	1,076	94%	1,143
Main Jail	583	456	78%	1,039	88%	1,186
Day Reporting Center	421	278	66%	699	95%	739
	<u>4,236</u>	<u>2,856</u>	67%	<u>7,092</u>	99%	<u>7,161</u>
Total All Programs	<u>9,786</u>	<u>7,498</u>	77%	<u>17,284</u>	97%	<u>17,895</u>

Source: Milpitas Adult Education FY 2010 Quarterly Reports

**. 1st and 2nd Quarter statistics have been updated to according to corrected information received from Milpitas Adult Education.

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Parenting and Child Visitation Program**

	FY 2010				% of FY 2009	FY 2009 Total
	1st Half	2nd Half		Total		
	Total	Total	% of 1st Half			
PACT Class Visit Sessions	24	25	104%	49	98%	50
Participants						
Students	116	117	101%	233	75%	310
Child Supervised Visits	169	190	112%	359	106%	340
1st Time Children Visitors	51	45	88%	96	137%	70
Total	<u>336</u>	<u>352</u>	105%	<u>688</u>	96%	<u>720</u>
Certificates						
Graduates	21	22	105%	43	123%	35
20 Hour Certificates	41	25	61%	66	108%	61
Post-Graduate Certificates	11	13	118%	24	267%	9
Total	<u>52</u>	<u>38</u>	73%	<u>90</u>	129%	<u>70</u>

Source: Adele Pat Cibart, FY 2010 Quarterly Reports

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Santa Clara County Library (SCCL) "The Reading Program"**

	FY 2010			% Of		FY 2009 Total	% of FY 2009 Total
	1st Half	2nd Half	Total	SCCL Goal	SCCL Goal		
Library Services							
Library Visits	8,885	9,066	17,951	17,000	106%	17,615	102%
Books Donated	4,447	2,048	6,495	5,000	130%	10,366	63%
Value of Donated Books/Materials	\$ 10,067	\$ 3,637	\$ 13,704	\$ 12,000	114%	\$ 15,000	91%
Value of In-Kind Materials	\$ 6,450	\$ 9,990	\$ 16,440	\$ 19,000	87%	\$ 9,286	177%
Literacy Services							
Learners receiving literacy instruction	70	52	122	150	81%	227	54%
Volunteer Tutor Hours of Instruction	963	1,132	2,095	1,900	110%	1,294	162%
Learners meeting at least one personal goal	55	39	94	110	85%	87	108%
Literacy goals met	102	45	147	270	54%	257	57%
Classes							
LIFT Parenting Students	395	518	913	300	304%	289	316%

Source: SCCL's "The Reading Program"; formerly known as the "Vision Literacy Program", FY 2010 Quarterly Reports

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Trauma Recovery**

Class and Category Description	FY 2010		% of 1st Half	Total	% of FY 2009	Total
	1st Half	2nd Half				
	Total	Total				
Men's Work						
Class Sessions						
Minimum Security	40	94	235.0%	134	161.4%	83
Medium Security	67	73	109.0%	140	164.7%	85
Maximum Security	-	-	0.0%	-	-	-
Total Class Sessions	107	167	156.1%	274	163.1%	168
Attendance						
Minimum Security	628	965	153.7%	1,593	119.4%	1,334
Medium Security	900	721	80.1%	1,621	130.5%	1,242
Maximum Security	-	-	0.0%	-	-	-
Total Attendance	1,528	1,686	110.3%	3,214	124.8%	2,576
Average Class Size	14.5	10.1	69.2%	14.5	90.3%	16.1
Unique Student Count	Data Not Available					440
Certificates of Completion Awarded	99	95	96.0%	194	130.2%	149
Safety First / Trauma Recovery						
Class Sessions						
Minimum Security	32	46	143.8%	78	147.2%	53
Medium Security	15	-	0.0%	15	37.5%	40
Medium / Maximum Security	13	25	192.3%	38	-	5
Total Class Sessions	60	71	118.3%	131		98
Attendance						
Minimum Security	585	543	92.8%	1,128	118.0%	956
Medium Security	62	-	0.0%	62	15.9%	390
Medium / Maximum Security	111	218	196.4%	329	-	98
Total Attendance	758	761	100.4%	1,519		1,444
Average Class Size	12.6	10.7	84.8%	11.6	78.7%	14.7
Unique Student Count	Data Not Available					323
Certificates of Completion Awarded	40	49	122.5%	89	111.3%	80

Source: Adult Custody Mental Health, Trauma Recovery / Men's Work Invoices

Note: Subsequent to the completion of the FY 2010 Mid-Year IWF Programs Statistics Report provided to the IWF Committee in May, 2010, revised Trauma Recovery Program statistics were issued for the first half of Fiscal 2010. The first half FY 2010 data shown above is derived from the revised statistics and for that reason differs from the first half FY 2010 data listed in the mid-year report.

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
3 Principles Services Division * Health Realization Classes**

	1st Half		FY 2010 2nd Half		% of FY 2009	FY 2009 Total			
	Total	Total	% of 1st Half	Total					
Classes Held									
Artemis	23	24	104%	47	57%	83			
My Stori	22	23	105%	45	63%	71			
Main Jail M5C	15	21	140%	36	57%	63			
Men M8 (Viet.)	24	20	83%	44	73%	60			
Protective Custody Men	22	17	77%	39	53%	74			
RCP Men 1	21	20	95%	41	61%	67			
RCP Men 2	22	21	95%	43	63%	68			
RCP Phase 2	54	50	93%	104	139%	75			
RCP Women	21	21	100%	42	72%	58			
Veterans	18	19	106%	37	529%	7			
Totals	242	236	98%	478	76%	626			
Inmate Attendance *									
Artemis	521	344	66%	865	310%	279			
My Stori	283	239	84%	522	287%	182			
Main Jail M5C	663	908	137%	1,571	591%	266			
Men M8 (Viet.)	235	179	76%	414	309%	134			
Protective Custody Men	752	529	70%	1,281	443%	289			
RCP Men 1	575	368	64%	943	379%	249			
RCP Men 2	507	326	64%	833	349%	239			
RCP Phase 2	936	646	69%	1,582	1208%	131			
RCP Women	728	452	62%	1,180	596%	198			
Veterans	209	97	46%	306	1133%	27			
Totals	5,409	4,088	76%	9,497	476%	1,994			
Inmates Receiving Certificates									
		<u>%</u>		<u>%</u>		<u>%</u>		<u>%</u>	
Artemis	30	6%	14	4%	47%	44	5%	88	32%
My Stori	11	4%	10	4%	91%	21	4%	30	16%
Main Jail M5C	40	6%	61	7%	153%	101	6%	128	48%
Men M8 (Viet.)	9	4%	6	3%	67%	15	4%	8	6%
Protective Custody Men	47	6%	31	6%	66%	78	6%	128	44%
RCP Men 1	42	7%	34	9%	81%	76	8%	110	44%
RCP Men 2	35	7%	18	6%	51%	53	6%	103	43%
RCP Phase 2	52	6%	38	6%	73%	90	6%	49	37%
RCP Women	57	8%	24	5%	42%	81	7%	4	2%
Veterans	25	12%	9	9%	36%	34	11%	1	4%
Totals	348	6%	245	6%	70%	593	6%	649	33%

Source: FY10 January Program Activity Report, Santa Clara County Health and Hospital System, 3 Principles Services Division

*: "Attendance" is the total number of inmates participating; a single inmate attending multiple sessions is counted multiple times.

Note: Subsequent to the completion of the FY 2010 Mid-Year IWF Programs Statistics Report provided to the IWF Committee in May, 2010, revised 3 Principles Program statistics were issued for the first half of Fiscal 2010. The first half FY 2010 data shown above is derived from the revised statistics and for that reason differs from the first half FY 2010 data listed in the mid-year report.

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Regimented Corrections Program Phase I - "RCP I"**

	1st Half		FY 2010 2nd Half		% of FY 2009	FY 2009 Total
	Total	Total	% of 1st	Total		
			Half			
Program Participation						
Active At beginning of Period						
Men	70	91	130%	70	127%	55
Women	28	62	221%	28	76%	37
Total	<u>98</u>	<u>153</u>	156%	<u>98</u>	107%	<u>92</u>
New Participants						
Men	295	166	56%	461	110%	421
Women	182	106	58%	288	101%	285
Total New Participants	<u>477</u>	<u>272</u>	57%	<u>749</u>	106%	<u>706</u>
Program Graduates						
Men	143	92	64%	235	103%	228
Women	62	51	82%	113	83%	136
Total	<u>205</u>	<u>143</u>	70%	<u>348</u>	96%	<u>364</u>
Released From Custody Prior to Graduation						
Men	17	23	135%	40	91%	44
Women	29	27	93%	56	84%	67
Total	<u>46</u>	<u>50</u>	109%	<u>96</u>	86%	<u>111</u>
In Custody Terminations						
Men	114	69	61%	183	120%	152
Women	57	32	56%	89	100%	89
Total	<u>171</u>	<u>101</u>	59%	<u>272</u>	113%	<u>241</u>
Enrolled At End of Period						
Men	91	73	80%	73	140%	52
Women	62	58	94%	58	193%	30
Total	<u>153</u>	<u>131</u>		<u>131</u>	160%	<u>82</u>

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Regimented Corrections Program Phase II - "RCP II"**

	FY 2010		% of 1st Half	FY 2010 Total	% of FY 2009	FY 2009 Total
	1st Half	2nd Half				
	Total	Total				
Program Participation						
Active At beginning of Period						
Men	20	21	105%	20	80%	25
Women	19	23	121%	19	158%	12
Total	<u>39</u>	<u>44</u>	113%	<u>39</u>	105%	<u>37</u>
New Participants						
Men	93	71	76%	164	122%	134
Women	45	33	73%	78	96%	81
Total New Participants	<u>138</u>	<u>104</u>	75%	<u>242</u>	113%	<u>215</u>
Program Graduates						
Men	56	47	84%	103	124%	83
Women	24	16	67%	40	138%	29
Total	<u>80</u>	<u>63</u>	79%	<u>143</u>	128%	<u>112</u>
Released From Custody Prior to Graduation						
Men	9	23	256%	32	152%	21
Women	2	6	300%	8	40%	20
Total	<u>11</u>	<u>29</u>	264%	<u>40</u>	98%	<u>41</u>
In Custody Terminations						
Men	27	22	81%	49	123%	40
Women	15	11	73%	26	93%	28
Total	<u>42</u>	<u>33</u>	79%	<u>75</u>	110%	<u>68</u>
Enrolled At End of Period						
Men	21	-	0%	-	0%	15
Women	23	23	100%	23	144%	16
Total	<u>44</u>	<u>23</u>	52%	<u>23</u>	74%	<u>31</u>

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
MYSTORI**

	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total				
Program Participation						
Active At beginning of Period	21	50	238%	21	75%	28
New Participants	124	85	69%	209	122%	172
Program Graduates	21	26	124%	47	94%	50
Released From Custody Prior to Graduation	44	47	107%	91	138%	66
In Custody Terminations	30	17	57%	47	69%	68
Enrolled At End of Period	50	45	90%	45	281%	16

Note:

This program is a collaborative effort between the Courts, The Department of Correction, the Department of Probation, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
HOPE**

	FY 2010		% of 1st Half	% of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total			
Program Participation					
Active At beginning of Period	41	34	83%	41	26
New Participants	184	141	77%	325	307
Program Graduates	48	31	65%	79	75
Released From Custody Prior to Graduation	58	54	93%	112	71
In Custody Terminations	85	55	65%	140	118
Enrolled At End of Period	34	35	103%	35	69

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
ARTEMIS**

	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total				
Program Participation						
Active At beginning of Period	21	39	186%	21	88%	24
New Participants	116	69	59%	185	100%	185
Program Graduates	27	21	78%	48	75%	64
Released From Custody Prior to Graduation	37	35	95%	72	124%	58
In Custody Terminations	34	16	47%	50	76%	66
Enrolled At End of Period	39	36	92%	36	171%	21

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Wings**

	FY 2010			Total	% Of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total	% of 1st Half			
Program Participation						
Active At beginning of Period	71	91	128%	71	93%	76
New Participants	328	246	75%	574	81%	713
Program Graduates	33	35	106%	68	70%	97
Released From Custody Prior to Graduation	110	106	96%	216	74%	290
In Custody Terminations	165	99	60%	264	79%	333
Enrolled At End of Period	91	97	107%	97	141%	69

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Roadmap To Recovery**

	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total				
Program Participation						
Active At beginning of Period						
Men	21	22		21		
Women	28	28		28		
Total	49	50		49		
					Program Began 02/01/09	
New Participants						
Men	58	42	72%	100	141%	71
Women	113	38	34%	151	290%	52
Total New Participants	171	80	47%	251	204%	123
Program Graduates						
Men	24	19	79%	43		
Women	27	19	70%	46		
Total	51	38	75%	89		
					No program graduates in FY 2009	
Released From Custody Prior to Graduation						
Men	12	6	50%	18	300%	6
Women	39	8	21%	47	671%	7
Total	51	14	27%	65	500%	13
In Custody Terminations						
Men	21	16	76%	37	218%	17
Women	47	19	40%	66	153%	43
Total	68	35	51%	103	172%	60
Enrolled At End of Period						
Men	22	23	105%	23	48%	48
Women	28	20	71%	20	1000%	2
Total	50	43	86%	43	86%	50

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
"Get Right" Program**

	1st Half Total	FY 2010		Total	% of FY 2009	FY 2009 Total
		2nd Half Total	% of 1st Half			
Program Participation						
Active At beginning of Period	34	57	168%	34	53%	64
New Participants	127	116	91%	243	105%	231
Program Graduates	19	38	200%	57	64%	89
Released From Custody Prior to Graduation	44	28	64%	72	113%	64
In Custody Terminations	41	54	132%	95	102%	93
Enrolled At End of Period	57	53	93%	53	108%	49

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Breaking Barriers**

	FY 2010		% of 1st Half	% of FY		FY 2009 Total
	1st Half Total	2nd Half Total		Total	2009	
Program Participation						
Active At beginning of Period	58	66	114%	58	97%	60
New Participants	164	107	65%	271	91%	298
Program Graduates	40	24	60%	64	74%	87
Released From Custody Prior to Graduation	66	61	92%	127	98%	130
In Custody Terminations	50	39	78%	89	119%	75
Enrolled At End of Period	66	49	74%	49	74%	66

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
V.E.T.S. Program**

	FY 2010		% of 1st Half	Total	% of FY 2009	FY 2009 Total
	1st Half Total	2nd Half Total				
Program Participation						
Active At beginning of Period	14	17	121%	14	88%	16
New Participants	87	54	62%	141	61%	232
Program Graduates	13	5	38%	18	56%	32
Released From Custody Prior to Graduation	51	34	67%	85	66%	129
In Custody Terminations	20	20	100%	40	65%	62
Enrolled At End of Period	17	12	71%	12	48%	25

Note:

This program is a collaborative effort between the Courts, The Department of Correction, and Milpitas Adult Education. Some participants included in the participant count listed above may also be included in the Milpitas Adult Education and Trauma Recovery Program reports included in this report package.

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Day Reporting Program (not an IWF program)**

	FY 2010					FY 2009 Total
	1st Half	2nd Half	% of 1st Half	Total	% of FY 2009	
	<u>Total</u>	<u>Total</u>	<u>Half</u>	<u>Total</u>	<u>2009</u>	
Program Participation						
Active At beginning of Period	36	41	114%	36	124%	29
New Participants	202	165	82%	367	134%	274
Successful Program Completions	118	117	99%	235	98%	241
In Custody Terminations	79	54	68%	133	-	Data Not Available
Enrolled At End of Period	41	35	85%	35	66%	62

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Weekend Work Program - "WWP" (not an IWF program)**

	FY 2010		% of 1st Half	% of FY		FY 2009 Total
	1st Half	2nd Half		Total	2009	
	<u>Total</u>	<u>Total</u>		<u>Total</u>	<u>2009</u>	
Program Participation						
Active At beginning of Period						
Weekday	85	134	158%	85	127%	67
Weekend	525	334	64%	525	126%	416
Total	<u>610</u>	<u>468</u>	77%	<u>610</u>	126%	<u>483</u>
New Participants						
Weekday	1,928	1,789	93%	3,717	119%	3,119
Weekend	3,037	2,766	91%	5,803	88%	6,595
Total	<u>4,965</u>	<u>4,555</u>	92%	<u>9,520</u>	98%	<u>9,714</u>
Successful Program Completions						
Weekday	1,238	1,074	87%	2,312	121%	1,917
Weekend	2,161	2,118	98%	4,279	95%	4,489
Total	<u>3,399</u>	<u>3,192</u>	94%	<u>6,591</u>	103%	<u>6,406</u>
Unsuccessful Completions						
Weekday	641	616	96%	1,257	109%	1,148
Weekend	1,067	982	92%	2,049	85%	2,409
Total	<u>1,708</u>	<u>1,598</u>	94%	<u>3,306</u>	93%	<u>3,557</u>
Enrolled At End of Period						
Weekday	134	233	174%	233	193%	121
Weekend	334	-	0%	-	0%	113
Total	<u>468</u>	<u>233</u>	50%	<u>233</u>	100%	<u>234</u>

Source: DOC Programs Unit

**Santa Clara County Department of Correction
Fiscal Year 2010
Programs Performance Report
Public Service Program - "PSP" (not an IWF program)**

	1st Half	2nd Half	FY 2010		FY 2009	
	<u>Total</u>	<u>Total</u>	<u>% of 1st Half</u>	<u>% of FY 2009</u>	<u>Total</u>	
Program Participation						
Active At beginning of Period	65	35	54%	65	148%	44
New Participants	153	175	114%	328	162%	202
Successful Program Completions	129	138	107%	267	-	Data Not Available
In Custody Terminations	54	52	96%	106	-	
Enrolled At End of Period	35	20		20	-	

Source: DOC Programs Unit

County of Santa Clara

Inmate Welfare Fund Committee

180 West Hedding Street
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(408) 808-3640 FAX 808-3656



John Hirokawa
Chief of Correction

Prepared By: Martha Wapenski
Director, Administrative Services

November 16, 2010

TO: Inmate Welfare Fund Committee

FROM: Martha Wapenski, Director, Administrative Services

SUBJECT: Inmate Telephone Management Services

Recommended Action

Direct staff to proceed with a Request for Quote (RFQ) Regarding Inmate Telephone Management Services.

Financial Implications

There are no financial implications associated with the recommended action. There may be future fiscal implications if the committee chooses to utilize the services of an inmate telephone management contractor.

Reasons for Recommended Action

The Department of Correction is negotiating with a vendor for inmate telephone services. There may be a need to employ the services of a comprehensive inmate telephone management service contractor that would provide day-to-day management of the telephone service provider, and a monthly financial reconciliation of services. Staff will provide a report on the RFQ at the next IWFC meeting.

Background

There are vendors that track phone usage, and reconcile usage to the telephone provider's records, in order to ensure that proper commissions are paid. If the committee directs staff to proceed with an RFQ, staff would assemble information on vendors that provide this service. At the next committee meeting, staff would provide the results of the RFQ, along with recommendations for the committee's consideration. At that time, if the committee gives direction to proceed with the RFQ,

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County Executive: Jeffrey V. Smith

the staff may negotiate the contract utilizing the Master Delegation of Authority and return to the IWFC with proposed changes to the IWF budget.

Consequences of Negative Action

Information on inmate telephone management services would not be collected and provided to the IWFC.

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John Hirokawa
Chief of Correction

Prepared By: Remy Legaspi
Management Analyst

November 16, 2010

TO: Inmate Welfare Fund Committee

FROM: Martha Wapenski, Director, Administrative Services

SUBJECT: Religious Services Funding Augmentation Request

Recommended Action

Approve transfer of funds in the amount of \$5,000 from the Trauma Recovery line item to Religious Services contract line within the Inmate Welfare Fund.

Financial Implications

Approval of the recommended action would transfer funds within the Inmate Welfare Fund (IWF) expenditure budget in the amount of \$5,000 from the Trauma Recovery Program line item to the Religious Services contract line. The Trauma Recovery Program is projected to have a budget surplus exceeding \$5,000 at the end of the fiscal year, so the program will not be impacted by this transfer. Since this transfer is within the budgeted expenditures for the IWF, the action will have no financial impact to the IWF bottom line in FY 2011. The anticipated increase for the subsequent fiscal years will be included in the financial plan.

Reasons for Recommended Action

The FY 2011 IWF budget anticipated a cost of \$165,000 for the Religious Services Contract. Since the contract had not been negotiated yet, the cost was included in the FY 2011 budget as an estimate. The DOC has now completed the negotiations of the Religious Services Contract and the total amount of the contract was higher than anticipated. The total value of the contract is \$185,000; of which 75% is paid for by General Fund and the remaining 25% will be paid by the IWF.

Inmate Welfare Fund	25%	\$46,250
General Fund	75%	\$138,750
		\$185,000

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The current FY 2011 IWF approved budget for religious services contract is \$50,000. This augmentation will increase the IWF allocation of the religious services budget from \$50,000 to \$55,000. The increase in the General Fund cost will be covered by anticipated savings in the Professional Services line item within the General Fund. The effective date of the new contracts is planned for January 1, 2010.

Consequences of Negative Action

The Religious Services Programs will not have sufficient funding to continue providing mandated religious services for all inmates at the County jails.

County of Santa Clara

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John Hirokawa
Chief of Correction

Prepared By: Remy Legaspi
Management Analyst

November 16, 2010

TO: Inmate Welfare Fund Committee

FROM: Martha Wapenski, Director, Administrative Services

SUBJECT: Introduction and Appointment of the Ninth Member of the IWF Committee

Recommended Action

Announce the appointment of the Ninth member of the Inmate Welfare Fund Committee.

Financial Implications

There are no financial implications associated with the recommended action.

Reasons for Recommended Action

Pursuant to the terms of the Settlement Agreement, Item 6, state "the IWF Committee shall add to its membership the following voting member: one person who is not a County employee and has expertise in working with inmates and inmate programs, unless a person with such expertise is unavailable, in which case the County shall appoint a person who is interested in the welfare of inmates and is not a County employee. The person shall serve a renewable one-year term."

Background

Dr. Jeffrey Schwartz has an extensive background in the criminal justice management and a broad range of experience in both the public and private sectors. Dr. Schwartz brings exceptional experience in the area of criminal justice, budget management and financial planning, justice systems development, staff development and training.

Dr. Schwartz currently serves as the Founder and Chief Executive Officer of LETRA, Inc., where he is responsible for all phases of corporate and fiscal management, supervision of professional staff and consultants. He has developed policies and procedures for emergency preparedness, use of force and conflict resolution, design of new training programs and training of trainers.

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Additionally, he has developed the first generalist police crisis intervention training program in the United States. Dr. Schwartz has planned and organized innovative department-wide juvenile diversion project, which is used as state model.

Mr. Schwartz is an active member in the community and has served on various national and local Board of Directors. He has received numerous awards in recognition of his outstanding contributions to the community.

Consequences of Negative Action

Without approval of the recommended action, the IWFC will need to continue searching for the ninth member of the IWF Committee.

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John Hirokawa
Chief of Correction

Prepared By: Martha Wapenski
Director, Administrative Services

November 16, 2010

TO: Inmate Welfare Fund Committee

FROM: Martha Wapenski, Director, Administrative Services

SUBJECT: Status Report on the Request for Proposal for the Inmate Television Signal
Distribution System

Recommended Action

Accept report regarding the status of the Request for Proposal for the Inmate Television Signal Distribution System (ITVSDS).

Financial Implications

There are no financial implications associated with the recommended action.

Reasons for Recommended Action

During the August IWFC meeting, the committee directed staff to move forward with the development of a Request for Proposal (RFP) for the ITVSDS upgrade, the financials, and the annual maintenance agreement to include the potential replacement of all televisions. In addition, staff was directed to perform an analysis of the most cost effective method to maintain the system: a pre-annual maintenance agreement or per service call as needed. This report contains the status of the project, along with information about prior year repairs.

Background

Status

Following the August IWFC meeting, staff proceeded with the initiation of the RFP process as directed. In the midst of preparations, it was discovered that there is a new County policy regarding minor public works contracts valued at less than \$125,000. The ITVSDS meets the definition of a minor public works contract under \$125,000. Instead of the DOC issuing an RFP, the department is

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required to work through the County's Procurement and Facilities and Fleet (FAF) Departments to develop an RFP. FAF assists the departments with the technical aspects of the contract documents.

Next Steps

Staff is working with Procurement and FAF to complete the repairs, upgrades, and reconfiguration of the ITVSDS as recommended by Sonlight in their August report to the IWFC. Procurement will then work with FAF to create the RFP and complete the vendor selection process. Staff will work closely with Procurement on the RFP process, which will include:

1. Completion of repairs, reconfigurations, and upgrades as recommended by Sonlight.
2. Provision of ongoing, annual system maintenance of the ITVSDS.
3. Proposers will be directed to respond to each RFP category separately, in a way that allows the County to select one, both, or neither of the components of the RFP.

Historical Repair Information

Part of the discussion during the August IWFC meeting involved the cost of maintenance. The staff performed an initial fiscal review, but a more complete analysis will be performed as part of the RFP process. For the committee's information, the data from this initial fiscal review on costs for ITVSDS is provided in this report.

Staff reviewed all ITVSDS costs between July 2006 to present. The total repair costs for this period was \$4,310, so the average annual expense was \$1,014. During this span of time, there were 2 years in which no ITVSDS repair costs were incurred. The committee should note that the repairs did not include assessments of radio frequency emissions or proactive assessment of the condition of the system. As such, it is not necessarily comparable to the proposals in the Sonlight, nor the proposals that may be submitted during the RFP process.

Consequences of Negative Action

The RFP for Inmate Television Signal Distribution System would not proceed, and the repairs to the signal distribution system would not be accomplished.