

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SAN BERNARDINO  
AND RECORD OF ACTION**

August 6, 2019

**FROM**

**MICHELLE SCRAY BROWN, Chief Probation Officer, Probation Department**

**SUBJECT**

Purchase of Prepaid Negotiables

**RECOMMENDATION(S)**

Authorize the Probation Department to purchase prepaid negotiables from various transportation, retail and food vendors in an aggregate amount not to exceed \$279,821, from August 6, 2019 through June 30, 2020 for use by adult and juvenile probationers to assist with basic necessities and serve as incentives.

(Presenter: Eric Vara, Deputy Chief Probation Officer, 387-5777)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Costs). The total amount of the prepaid negotiables of \$279,821 will be funded by state and federal programs/grants that specifically allow for the use of prepaid negotiable items. Sufficient appropriation is included in the Probation Department's (Department) 2019-20 budget.

**BACKGROUND INFORMATION**

Each year, the Department provides probationers (adults and juveniles) with a variety of prepaid negotiables as supportive and incentive tools. The use of prepaid negotiables allows the Department to assist probationers with basic necessities (food, diapers, clothing, and transportation) when needed, reward probationers for program component completion, and provide probationers with a means to attend mandatory meetings by supplying bus passes. The Department also uses prepaid negotiables to assist juvenile probationers in the Independent Living Program to facilitate the development of independent living skills as youth transition out of placement and into the community.

The Department currently uses the NGC US LLC through the Board approved Agreement No. 15-02 to purchase certain prepaid negotiables. However, some negotiables, such as those issued by certain local companies, including bus passes, cannot be purchased through this vendor. In accordance with the Auditor-Controller/Treasurer/Tax Collector's Internal Controls and Cash Manual (ICCM), the purchase of prepaid negotiables of an amount greater than \$2,500 requires approval by the Board of Supervisors. Approval of this item is needed for the Department to purchase prepaid negotiables for 2019-20, as reflected below.

**Purchase of Prepaid Negotiables**  
**August 6, 2019**

<b>Description</b>	<b>Quantity of Cards</b>	<b>Total Amount</b>
Retail Stores	6,762	\$135,460
Food Establishments	7,185	\$67,710
Bus Passes	11,214	\$76,651
<b>Totals</b>	<b>25,161</b>	<b>\$279,821</b>

The Department maintains inventory and control of its prepaid negotiables in accordance with the ICCM guidelines.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Carol A. Greene, Supervising Deputy County Counsel, 387-5455) on June 27, 2019; Purchasing Department (Michael Candelaria, Lead Buyer, 387-0321) on June 28, 2019; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on July 1, 2019; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on July 8, 2019.

**Purchase of Prepaid Negotiables**  
**August 6, 2019**

Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Robert A. Lovingood Seconded: Dawn Rowe

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: August 6, 2019



cc: File- Probation Department

jr 08/13/2019