

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

**May 20, 2025**

**FROM**

**TRACY REECE, Chief Probation Officer, Probation Department**

**SUBJECT**

Amendment to Contract with Victor Community Support Services, Inc. for Child and Family Team Facilitator Services

**RECOMMENDATION(S)**

Approve **Amendment No. 2 to Contract No. 23-1316** with Victor Community Support Services, Inc., for the provision of Child and Family Team Facilitator services for justice-involved youth, increasing the contract amount by \$421,000, from \$631,500 to \$1,052,500, with no change to the contract rates, and extending the contract term for a year, for the new contract period of January 1, 2024 through June 30, 2026.

(Presenter: Tracy Reece, Chief Probation Officer, 387-5692)

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

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

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The total cost of \$1,052,500 for Contract No. 23-1316 (Contract) for the provision of the Child and Family Team (CFT) Facilitator services is funded through the Juvenile Justice Crime Prevention Act (Assembly Bill 1913). Adequate appropriation and revenue have been included in the Probation Department's (Department) 2025-26 budget.

**BACKGROUND INFORMATION**

The CFT process brings together a facilitator, family and important people in a youth's life, through a team-based process, to identify the strengths and needs of the youth and assist in achieving positive outcomes for safety, permanency, and wellbeing. The CFT process is intended to be inclusive of multiple formal support systems a family may need, as well as the informal, community and natural supports that surround a family.

Victor Community Support Services, Inc. (VCSS) has been providing CFT Facilitator Services for Children and Family Services (CFS) through Contract No. 21- 429, which was approved by the Board on June 8, 2021 (Item No. 38), as a result of a competitive procurement process. CFS utilizes VCSS to collaborate with family, other outside agencies and members of the community to ensure youth are provided with the best support system, similar to Probation's goals, and at times youth may cross over. Both departments working with VCSS makes the collaboration process seamless.

**Amendment to Contract with Victor Community Support Services, Inc.  
for Child and Family Team Facilitator Services  
May 20, 2025**

On December 19, 2023 (Item No. 54), the Board of Supervisors (Board) approved the Contract between the Department and Victor Community Support Services (VCSS) for the provision of CFT Facilitator services for justice-involved youth, in the amount not to exceed \$421,000, for the period of January 1, 2024 through December 31, 2024, to meet mandated laws and regulations (Welfare and Institution Code sections 706.5 and 706.6). This Contract also freed up Probation Officers' time to continue performing other assigned duties. Specifically, VCSS structures the CFT meetings and completes the Juvenile Assessment and Intervention System™ documentation, making for a more efficient process.

On December 3, 2024 (Item No. 33), the Board approved Amendment No. 1 to the Contract with VCSS to provide CFT Facilitator services, increasing the amount of the contract by \$210,500, from \$421,000 to \$631,500, with no changes to the contract rates and extending the contract term by six months through June 30, 2025.

Amendment No. 2 to the Contract with VCSS will extend the Contract term and increase the contract by \$421,000 for an amount not to exceed \$1,052,500 for CFT Facilitator services from July 1, 2025 to June 30, 2026, thereby allowing the Department to utilize VCSS to continue to provide specialized CFT services to justice-involved youth to reduce recidivism. Amendment No. 2 will also keep consistency and continuity of services for the youth utilizing the CFT Facilitator services.

VCSS' performance will continue to be monitored by reviewing monthly reports and meetings to ensure compliance with the administrative, program and fiscal terms and conditions of the Contract.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on May 7, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2065) on May 7, 2025; Finance (Iliana Rodriguez, Administrative Analyst, 387-4205) on April 29, 2025; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on April 29, 2025.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 20, 2025



cc: Probation - Villa w/agree  
Contractor - c/o Probation w/agree  
File - w/agree  
MBA 05/27/2025