

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

June 28, 2022

**FROM**

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

**SUBJECT**

Purchase of Prepaid Negotiables

**RECOMMENDATION(S)**

Authorize the purchase of prepaid negotiables from various transportation, retail and food vendors in an aggregate amount not to exceed \$280,000 from July 1, 2022 to June 30, 2023, for use by adult and juvenile offenders to assist with basic necessities and serve to support adherence to their program plan.

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

**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 additional Discretionary General Funding (Net County Cost). The total amount of the prepaid negotiables of \$280,000 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) 2022-23 budget.

**BACKGROUND INFORMATION**

Each year, the Department provides both adult and juvenile offenders with a variety of prepaid negotiables as supportive tools. The use of prepaid negotiables allows the Department to provide offenders with: basic necessities (food, diapers, clothing, and transportation) when needed, rewards for program component completion, and a means to attend mandatory meetings by supplying bus passes. The Department also uses prepaid negotiables to assist juvenile offenders 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 purchases prepaid negotiables for gasoline and retail cards at a fixed price from Black Hawk Network, Inc. dba SVM, LP (SVM), under a countywide contract that was approved by the Board of Supervisors (Board) on April 7, 2020 (Item No. 37). However, some negotiables, such as bus passes and those issued by certain companies that have a heavy presence in the community (e.g. Stater Brothers, In-N-Out, Del Taco, Food 4 Less, Dollar Tree, El Pollo Loco, and Taco Bell), cannot be purchased through SVM and must be purchased through the individual companies. 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 from the Board. On June 22, 2021 (Item No.

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56), the Board authorized the Department to purchase prepaid negotiables from various vendors from July 1, 2021 to June 30, 2022. Approval of this item is needed for the Department to purchase prepaid negotiables from July 1, 2022 to June 30, 2023, as reflected in the table below.

| <b>Description</b>  | <b>Quantity of Cards</b> | <b>Total Amount</b> |
|---------------------|--------------------------|---------------------|
| Retail Stores       | 6,987                    | \$135,547           |
| Food Establishments | 7,425                    | \$67,753            |
| Bus Passes          | 11,588                   | \$76,700            |
| <b>Total</b>        |                          | <b>\$280,000</b>    |

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jamie Ryan, Deputy County Counsel, 387-5455) on May 24, 2022; Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Chief Deputy Auditor, 382-3107) on June 1, 2022; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on May 26, 2022; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on June 7, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on June 13, 2022.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 28, 2022



cc: File - Probation Department  
KS 06/29/2022