

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

June 23, 2020

**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 \$280,000, from July 1, 2020 through June 30, 2021 for use by adult and juvenile offenders 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 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 will be included in the Probation Department's (Department) 2020-21 budget.

**BACKGROUND INFORMATION**

Each year, the Department provides offenders (adults and juveniles) with a variety of prepaid negotiables as supportive and incentive tools. The use of prepaid negotiables allows the Department to assist offenders with basic necessities (food, diapers, clothing, and transportation) when needed, reward offenders for program component completion, and provide offenders with 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 uses SVM, LP, under a countywide contract, to purchase certain prepaid negotiables. On April 7, 2020 (Item No. 37), this agreement was brought to the Board by the Purchasing Department and was approved for the provision of prepaid gasoline and retail cards at a fixed price. However, some negotiables, such as those issued by certain companies that have a heavy presence in our community (e.g. Stater Brothers, In-N-Out, Del Taco, Food 4 Less, Dollar Tree, El Pollo Loco, and Taco Bell) and bus passes, cannot be purchased through this vendor and must be purchased through the individual companies. In accordance with the

**Purchase of Prepaid Negotiables**  
**June 23, 2020**

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 2020-21, as reflected 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>Totals</b>	<b>26,000</b>	<b>\$280,000</b>

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jamie Ryan, Deputy County Counsel, 387-3088) on May 28, 2020; Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Chief Deputy Auditor, 382-3107) on June 12, 2020; Purchasing Department (Michelle Churchill, Lead Buyer, 387-2070) on June 1, 2020; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on May 27, 2020; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on May 27, 2020.

**Purchase of Prepaid Negotiables**  
**June 23, 2020**

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

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 23, 2020



cc:    File- Probation  
la     06/30/2020