

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

June 22, 2021

FROM

TRACY REECE, 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, 2021 through June 30, 2022, for use by adult and juvenile offenders to assist with basic necessities and serve as incentives.

(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 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) 2021-22 budget.

BACKGROUND INFORMATION

Each year, the Department provides both juvenile and adult offenders with a variety of prepaid negotiables as supportive and incentive 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 certain prepaid negotiables from SVM, LP, under a countywide contract that was approved by the Board of Supervisors (Board) on April 7, 2020 (Item No. 37), for prepaid gasoline and retail cards at a fixed price. 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, LP 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

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greater than \$2,500 requires approval by the Board. Approval of this item is needed for the Department to purchase prepaid negotiables for 2021-22, as reflected below.

Description	Quantity of Cards	Total Amount
Retail Stores	6,987	\$135,547
Food Establishments	7,425	\$67,753
Bus Passes	11,588	\$76,700
Totals	26,000	\$280,000

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Jamie Ryan, Deputy County Counsel, 387-5455) on May 26, 2021; Auditor-Controller/Treasurer/Tax Collector (Denise Mejico, Chief Deputy Auditor, 382-3107) on June 1, 2021; Purchasing Department (Bruce Cole, Supervising Buyer, 387-2148) on June 2, 2021; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-4376) on June 2, 2021.

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

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 22, 2021



cc: File- Probation
LA 06/29/2021