



79483

**DATE:** January 12, 2016

**TO:** Board of Supervisors

**FROM:** John P. Mills, Deputy County Executive

**SUBJECT:** Appropriation Modification related to addition of a Human Relations Coordinator in the CEO--OHR

**RECOMMENDED ACTION**

Approve Request for Appropriation Modification No. 134 - \$40,428 transferring funds from the General Fund Contingency Reserve to the Office of the County Executive, Office of Human Relations budget, relating to adding one Human Relations Coordinator III or Human Relations Coordinator II or Human Relations Coordinator I position. (4/5 Roll Call Vote)

**FISCAL IMPLICATIONS**

The recommended action transfers \$40,428 from the General Fund Contingency Reserve to the Office of the County Executive's Office of Human Relations (OHR) to fund the addition of one Human Relations Coordinator (HRC) III/II/I position to augment staffing of the Jail Observer Program (JOP), in order to meet the increased demand associated with the rising numbers of complaints from inmates and inmates' relatives. The recommended action assumes that the new position will be filled as of March 2016.

The approximate FY 2017 cost of the recommended action is \$125,876 and will be included in the County Executive's FY 2017 Recommended Budget.

**CONTRACT HISTORY**

Not applicable.

**REASONS FOR RECOMMENDATION**

This recommended action requests the addition of one Human Relations Coordinator III/II/I position to provide additional staff resources for the Jail Observer Program. During FY 2014, the demand for timely intake and response to inmate complaints increased from 80 to 148, an 85% increase over FY 2013. This increase in demand required a full-time commitment to JOP for the HRC II assigned to JOP, the Network for a Hate-Free Community (NFHFC), and grant-writing, in order to meet the expectations of the Memorandum of Understanding between OHR, the Human Relations Commission, and the

Department of Correction. Staffing of the NFHFC and grant-writing was suspended, due to lack of other staff in OHR to whom these functions could be reassigned.

During FY 2015, demand for timely intake and response to inmate complaints has continued to increase, from 148 for FY 2014 to 251 for FY 15 to date, which is an additional 70% increase fiscal year-to-date from FY 2014. Administrative authorization to hire 1 FTE HRC II as Extra Help was approved in September 2015 to supplement the JOP staffing provided by the current 1 FTE HRC III. The recent increase in complaints filed with the JOP can be attributed to recent heightened awareness of inmate conditions in the County jails, which has prompted increased awareness by inmates and inmates' relatives of the JOP as a means to file confidential complaints via the JOP Inmate Hotline, email, and mail.

Administrative authorization of Extra Help to staff the NFHFC was approved in December 2015 to address an increase in hate violence reports from local members of the Muslim community and those perceived to be Muslim. This increase in hate violence reports is equivalent to what was observed post-9/11. The Administration intends to evaluate the trend and return to the Board as part of the FY 2017 Recommended Budget process to request an additional position to restore staffing to the NFHFC.

The Employee Services Agency supports the recommended action.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

### **BACKGROUND**

For a period of 15 years prior to FY 2011, the Office of Human Relations' (OHR) Jail Observer Program (JOP) was staffed by 1 FTE Human Relations Coordinator (HRC) II, in support of a Memorandum of Understanding between OHR, the Human Relations Commission, and the Department of Correction, which provides for an independent and confidential means for inmates, their families, and inmate advocates to file complaints regarding inmate human rights concerns.

Upon the retirement of the individual holding the 1 FTE HRC II JOP Coordinator position in December 2010, and the promotion of the individual holding the 1 FTE HRC II Coordinator of the Network for a Hate-Free Community (NFHFC) position to the position of OHR Manager in July 2010, one of the vacant positions was deleted as a cost-saving measure. The remaining HRC II position was charged with the responsibility of fulfilling the JOP MOU, coordinating the NFHFC, and grant-writing for OHR.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Office of the County Executive's Office of Human Relations would not be able to implement an enhanced staffing plan to effectively intake and respond to inmates, inmate

families and inmate advocates filing complaints regarding inmate human rights, custody operations, custody health operations, and custody behavioral health operations.

### **STEPS FOLLOWING APPROVAL**

The Clerk of the Board of Supervisors is requested to send MinuteTraq notification of completed processing to Tommy Nguyen in the Office of the County Executive.

### **LINKS:**

- Linked To: 79482 : Adoption of Salary Ordinance No. NS-5.16.88 amending Santa Clara County Salary Ordinance No. NS-5.16 relating to compensation of employees adding one Human Relations Coordinator III or Human Relations Coordinator II or Human Relations Coordinator I position in the Office of the County Executive.

### **ATTACHMENTS:**

- F85 134 Add Position in OHR for Jail Observer Program (PDF)
- Jail Observer Program Calendar Year 2014 Annual Report (PDF)
- Memorandum of Understanding DOC OHR HRC for Jail Observer Program (PDF)