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**BOARD OF STATE AND COMMUNITY CORRECTIONS
SB 1022 ADULT LOCAL CRIMINAL JUSTICE FACILITIES CONSTRUCTION
PROGRAM
EXECUTIVE STEERING COMMITTEE
MARCH 18, 2013 MEETING MINUTES**

COMMITTEE CHAIR: Robert Doyle, Sheriff, Marin County
CO-CHAIR: Darren Thompson, Sheriff, San Benito County

LOCATION: Department of Water Resources
1416 Ninth Street, Auditorium
Sacramento, CA 95811

CONVENED: March 18, 2013 10:15 am
ADJOURNED: March 18, 2013 3:15 pm

Present:

Executive Steering Committee Members:

Robert Doyle, Sheriff, Marin County; Darren Thompson, Sheriff, San Benito County; Commander John Ingrassia, San Diego County Sheriff's Department; Scott MacDonald, Chief Probation Officer, Santa Cruz County; Stephanie James, Chief Probation Officer, San Joaquin County; Federal Glover, County Supervisor, Contra Costa County; Larry Spikes, County Administrative Officer, Kings County; Terri Daly, Chief Administrative Officer, El Dorado County; and, Dr. Don Kingdon, Deputy Director, California Mental Health Directors' Association.

Board of State and Community Corrections Staff:

Scott Frizzie, Executive Director (A); Bob Takeshta, Deputy Director; Gary Wion, Deputy Director; Leslie Heller, Field Representative; Charlene Aboyes, Field Representative; Robert Oates, Project Director III; Ginger Wolfe, Staff Services Analyst; Teresa Scott, Divisional Secretary; Karen Weiss, Assistant Information System Analyst; John Kohls, PhD., Corrections Consultant; and, John Berner, PhD., Corrections Consultant.

Minutes Prepared By: Teresa Scott

Executive Director (A) Scott Frizzie welcomed the group and began the meeting with introductions of the Board of State and Community Corrections (BSCC) staff. Deputy Director Bob Takeshta discussed general housekeeping topics. He also explained that the public will be given several opportunities to provide testimony throughout the meeting. Mr. Takeshta discussed the goals of the meeting including the development of elements of the Request for Proposals (RFP) selecting a chair and co-chair, and defining specific rating factors.

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Mr. Takeshta explained that due to unforeseen circumstances, Sheriff Gore, San Diego County, was unable to attend this meeting. Commander John Ingrassia was representing the Sheriff.

The Committee elected Sheriff Robert Doyle as Chair. Sheriff Darren Thompson was elected Co-Chair.

The following individuals offered public comment:

Greg Munks, Sheriff, San Mateo County; Emily Harris Statewide Coordinator for Californian's United for a Responsible Budget; and, Kimberly A Horiuchi, Criminal Justice and Drug Policy Advocate at American Civil Liberties Union of Northern California.

Mr. Takeshta provided a brief summary of the role of the ESC and a history of local detention facility construction funding. He explained that the ESC will be responsible for developing the elements of the RFP and rating criteria, evaluating and rating the proposals, creating a rank-ordered list, and making recommendations to the BSCC for funding awards.

A description of Senate Bill (SB) 1022 was presented by Mr. Takeshta. This legislation authorizes \$500 million in lease-revenue bond financing for the construction and renovation of adult local criminal justice facilities under the jurisdiction of the Sheriff or local Department of Corrections. This may include custodial housing, reentry, program, mental health, or treatment space necessary to manage the adult offender population. Funding consideration shall be given to counties seeking to replace existing, compacted, outdated, or unsafe housing; or seeking to renovate existing or build new facilities providing adequate space for beds and programming within institutional settings or programs in community settings. Funding preference shall be given to counties that are most prepared to proceed successfully with this financing in a timely manner.

Leslie Heller briefly outlined the steps to a typical RFP process. Ms. Heller then guided the group through a discussion of the Issues Paper for the Executive Steering Committee. The following represents the decisions by the Committee to be forwarded to the BSCC Board as recommendations. The BSCC has final approval authority for the RFP, timeline and ultimately approving awards to counties.

Discussion of Issues

Scope of Work. The legislation states "A participating county may only add housing capacity using this financing authority if the requesting county clearly documents an existing housing capacity deficiency." The ESC agreed that "existing" shall be defined as the bed needs as of early 2014 and that "housing capacity deficiency" shall be described and justified by each applicant. The Committee agreed that counties could design and build for projected bed needs to early 2014.

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For purposes of the RFP, the ESC defined “program space” as space in which offenders receive services in the form of programming or treatment to reduce recidivism or as an alternative to incarceration.

Use of Funds. Mirroring the requirements in AB 900 Phase II, the ESC agreed that the state dollars can pay architectural programming and design, and costs for construction management, among other allowable project cost items.

Funding Set-Asides. The Committee determined there should be three separate set-asides of funding for like-sized counties (small 200,000 or less in general population; medium 200,001 to 700,000 in general population; and large 700,001 and above in general population). The \$500,000,000 would be divided as follows:

- Large counties: \$240 million
- Medium Counties: \$160 million
- Small Counties: \$100 million

Cost and Project Caps. The ESC determined that there should be a cap (or a maximum dollar amount) to the amount of money that may be awarded to a given project. The project cap amounts are as follows:

- Large counties: \$80 million
- Medium counties: \$40 million
- Small counties: \$20 million

The ESC also determined that counties may submit only one project proposal unless the county is participating in a regional project. In this case they may submit two proposals.

The following individuals offered public comment:

Greg Munks, Sheriff, San Mateo County; Bruce Haney, Sheriff, Trinity County; Mitch Mashburn, Lieutenant, Solano County; Tom Bosenko, Sheriff, Shasta County; and, Scott Miller, Sheriff, Monterey County.

Match Requirements. In recognition of the ten percent county contribution (match) required by legislation, the Committee determined the counties contribution could be any combination of allowable cash and/or in-kind match. The Committee further recognized the legislative allowance for small counties to petition the BSCC for a reduction in its contribution and agreed that small counties should provide a minimum of five percent match contribution with the proposal serving as the petition to the Board.

Regional Jail or Program Facilities

The ESC decided that if multiple counties wish to construct a regional jail facility for the purpose of housing county inmates from multiple counties, the lead county in which the jail is to be constructed would determine the county size; therefore the award amount.

SB 1022 Draft Request for Proposal Topics

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Ms. Heller presented the SB 1022 Draft Request for Proposal Topics. Criterion such as these would be used by counties to build their proposal and would be used by the ESC to rate the proposals. The ESC reviewed the document and made several modifications.

SB 1022 Rating Factors. Dr. John Kohls led a discussion regarding the rating criteria and provided an example of how rating points could be distributed to each of these factors. The ESC agreed to the following distribution of points:

- Project Need: 250
- Scope of Work: 200
- Offender Management and Programming: 250
- Administrative Work Plan: 100
- Budget Review and Reasonableness: 200

The ESC discussed the merits of counties providing a Fact Sheet with their proposal that would synopsise specific data that would aid the Committee in their review of the proposals. It was agreed that a subcommittee would convene to discuss the elements of this document.

Draft Timeline

Ms. Heller provided the ESC with a draft timeline for their approval. She also discussed the previous practice of scheduling county presentations for purpose of allowing the ESC to ask counties to clarify particular issues prior to completing the ranking of proposals. The ESC agreed that county presentations would be an important component of this process. The ESC agreed to limit the length of the proposal to 35 pages.

The following individuals offered public comment:

Greg Munks, Sheriff, San Mateo County; Bill Goodwin, Chief Administrator, Tehama County; Kory Honea, Sheriff, Butte County; Kimberly A Horiuchi, Criminal Justice and Drug Policy Advocate at American Civil Liberties Union of Northern California; Emily Harris Statewide Coordinator for Californian's United for a Responsible Budget; Roger White; Scott Miller, Sheriff, Monterey County; Jon Lopey, Sheriff, Siskiyou County; and, Bruce Haney, Sheriff, Trinity County.

The meeting was adjourned at 3:15 pm.

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DRAFT Timeline of Key Events
SB 1022 Adult Local Criminal Justice Facility Construction Program
Board of State and Community Corrections
Executive Steering Committee Meeting
March 18, 2013

March 18, 2013	Executive Steering Committee (ESC) meeting to develop elements of Request for Proposals (RFP) and proposal evaluation criteria.
April 3 – 10, 2013	ESC has opportunity to review draft RFP.
May 2013	BSCC Board holds special session to take action on RFP.
May 2013	BSCC issues RFP.
June 12, 2013	Bidders' conference in Sacramento.
September 12, 2013	Proposals due to BSCC office by 5:00 PM.
September 13 – 23, 2013	Staff completes technical requirements review of proposals. Counties are given opportunity to correct technical deficiencies.
September 25, 2013	Raters' training for ESC.
September 26 – October 15, 2013	ESC reviews the proposals and makes preliminary ratings.
October 16 – 17, 2013	Scheduled county presentations on proposals to ESC (Sacramento). ESC makes final rating and ranks proposals for funding recommendations.
October 18 – 20, 2013	Staff finalizes ESC recommendation package.
October 21, 2013	ESC recommendations mailed to counties and BSCC.
October 2013	ESC recommendations presented to BSCC for funding action/conditional awards at a BSCC scheduled meeting.