

ITEM 6
INCORRECT REDUCTION CLAIM
PROPOSED DECISION

Penal Code Sections 273.5(e), (f), (g), (h), and (i); 1000.93, 1000.94, 1000.95, and 1203.097
Statutes 1992, Chapters 183 and 184; Statutes 1994, Chapter 28X; Statutes 1995, Chapter 641

Domestic Violence Treatment Services – Authorization and Case Management

Fiscal Years 1998-1999, 1999-2000, and 2000-2001

07-9628101-I-01

County of Santa Clara, Claimant

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¹ The remittance advice was added to the IRC filing after it was filed and is included in Exhibit A., IRC, page 336.

**STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES**

In Re:)	No.
)	
STATE CONTROLLER'S OFFICE)	
AUDIT REPORT ON SANTA)	
CLARA COUNTY DOMESTIC)	
VIOLENCE TREATMENT)	
SERVICES PROGRAM)	
_____)	

**INCORRECT REDUCTION CLAIM
COUNTY OF SANTA CLARA**

ANN MILLER RAVEL, County Counsel (S.B. #62139)
ROBERT C. CAMPBELL, Assistant County Counsel (S.B. #60738)
LIZANNE REYNOLDS, Deputy County Counsel (S.B. #168435)
OFFICE OF THE COUNTY COUNSEL
70 West Hedding Street, East Wing, Ninth Floor
San Jose, California 95110-1770
Telephone (408) 299-5900

Attorneys for
COUNTY OF SANTA CLARA

1. INCORRECT REDUCTION CLAIM TITLE

State Controller's Office Audit Report on Santa Clara

County Domestic Violence Treatment Services Program

2. CLAIMANT INFORMATION

County of Santa Clara

Name of Local Agency or School District

David G Elledge

Claimant Contact

Controller-Treasurer

Title

70 West Hedding Street, East Wing, 2nd Floor

Street Address

San Jose, CA 95110

City, State, Zip

408-299-5200

Telephone Number

408-289-8620

Fax Number

dave.elledge@fin.sccgov.org

E-Mail Address

3. CLAIMANT REPRESENTATIVE INFORMATION

Claimant designates the following person to act as its sole representative in this incorrect reduction claim. All correspondence and communications regarding this claim shall be forwarded to this representative. Any change in representation must be authorized by the claimant in writing, and sent to the Commission on State Mandates.

Lizanne Reynolds

Claimant Representative Name

Deputy County Counsel

Title

Office of the County Counsel, Santa Clara County

Organization

70 West Hedding Street, East Wing, Ninth Floor

Street Address

San Jose, CA 95110

City, State, Zip

408-299-5900

Telephone Number

408-292-7240

Fax Number

lizanne.reynolds@cco.sccgov.org

E-Mail Address

For CSM Use Only

Filing Date

RECEIVED

AUG 15 2007

**COMMISSION ON
STATE MANDATES**

IRC #: 07-9628101-I-01

4. IDENTIFICATION OF STATUTES OR EXECUTIVE ORDERS

Please specify the subject statute or executive order that claimant alleges is not being fully reimbursed pursuant to the adopted parameters and guidelines.

Chapter 183, Statutes of 1992.

5. AMOUNT OF INCORRECT REDUCTION

Please specify the fiscal year and amount of reduction. More than one fiscal year may be claimed.

Fiscal Year	Amount of Reduction
98-99	
99-00	
00-01	

TOTAL: \$748,675.00**6. NOTICE OF INTENT TO CONSOLIDATE**

Please check the box below if there is intent to consolidate this claim.

☐ Yes, this claim is being filed with the intent to consolidate on behalf of other claimants.

Sections 7 through 11 are attached as follows:

7. Written Detailed**Narrative:**

pages ____ to ____.

8. Documentary Evidence**and Declarations:**

Exhibit ____.

9. Claiming Instructions:

Exhibit ____.

**10. Final State Audit Report
or Other Written Notice
of Adjustment:**

Exhibit ____.

11. Reimbursement Claims:

Exhibit ____.

(Revised June 2007)

12. CLAIM CERTIFICATION

*Read, sign, and date this section and insert at the end of the incorrect reduction claim submission.**

This claim alleges an incorrect reduction of a reimbursement claim filed with the State Controller's Office pursuant to Government Code section 17561. This incorrect reduction claim is filed pursuant to Government Code section 17551, subdivision (d). I hereby declare, under penalty of perjury under the laws of the State of California, that the information in this incorrect reduction claim submission is true and complete to the best of my own knowledge or information or belief.

Lizanne Reynolds

Print or Type Name of Authorized Local Agency
or School District Official

Deputy County Counsel

Print or Type Title

Lizanne Reynolds

Signature of Authorized Local Agency or
School District Official

8-30-07

Date

** If the declarant for this Claim Certification is different from the Claimant contact identified in section 2 of the incorrect reduction claim form, please provide the declarant's address, telephone number, fax number, and e-mail address below.*

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Attorneys for
COUNTY OF SANTA CLARA

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:)	No.
)	
STATE CONTROLLER'S OFFICE)	INCORRECT REDUCTION CLAIM
AUDIT REPORT ON SANTA)	BY THE COUNTY OF SANTA CLARA
CLARA COUNTY DOMESTIC)	
VIOLENCE TREATMENT)	
SERVICES PROGRAM)	
)	

On February 26, 2004, the State Controller's Office ("SCO") issued its final audit report on the County of Santa Clara's ("County's") claims for costs incurred based on the legislatively created Domestic Violence Treatment Services Program (Test Claim No. CSM-96-281-01; Ch. 183, Stats. 1992) for July 1, 1998 through June 30, 2001. A true and correct copy of the SCO's final audit report is attached hereto as Exhibit A. The SCO incorrectly reduced the County's claim of \$2,027,291 by \$748,675, allowing only \$1,278,616. The SCO issued a remittance advice to the County deducting the \$748,675 on August 3, 2006. A true and correct copy of the

remittance advice is attached hereto as Exhibit P. The County requests the Commission on State Mandates to reverse the audit findings and to award the County the correct claim amount of \$2,027,291.

FACTS

The Domestic Violence Treatment Services Program involves a diversion program providing treatment to those arrested for committing domestic violence offenses. The County's Domestic Violence Unit is an adult supervision unit that specializes in domestic violence cases which are supervised at least 12 months or until the offender completes the 52-week certified batterers program. Eleven full-time deputies are assigned to these specialized domestic violence caseloads which are currently increasing in number as indicated below:

APD Active Domestic Violence Probationers

	<u>Felony</u>	<u>Misdemeanor</u>	<u>Total</u>
FY'03	526	1807	2333
FY'04	693	2351	3044
FY'05	854	3375	4229

This program was found to be a state-mandated reimbursable program by this Commission on May 7, 1998. A true and correct copy of the Commission's Statement of Decision is attached hereto as Exhibit B and is incorporated herein by reference. Thereafter, Parameters and Guidelines were issued on November 30, 1998, a true and correct copy of which is attached hereto as Exhibit C and is incorporated herein by reference. Claiming Instructions were duly issued by the SCO, a true and correct copy of which is attached hereto as Exhibit D and is incorporated herein by reference.

Based upon the foregoing program, Parameters and Guidelines, and Claiming Instructions, the County timely submitted their claims for fiscal years 1998-99, 1999-2000, and 2000-2001, which are the subject of the within incorrect reduction claim. True and correct copies of these reimbursement claims are attached hereto as Exhibits E, F, and G, respectively and are incorporated herein by reference.

The reimbursable components of this program include:

A. Administration and regulation of batterers' treatment programs (Pen. Code, §§ 1203.097, subds. (c)(1), (c)(2) and (c)(5)) offset by claimant's fee authority under Penal code section 1203.097, subdivision (c)(5)(B).

1. Development of an approval and annual renewal process for batterers' programs, not previously claimed under former Penal Code sections 1000.93 and 1000.95. (One-time activity.)

a. Meeting and conferring with and soliciting input from criminal justice agencies and domestic violence victim advocacy programs.

b. Staff training regarding the administration and regulation of batterers' treatment programs. (One-time for each employee performing the mandated activity.)

2. Processing of initial and annual renewal approvals for vendors, including:

a. Application review.

b. On-site evaluations.

- c. Notification of application approval, denial, suspension or revocation.

B. Victim Notification. (Pen. Code, §1203.097, subd. (b)(4).)

- 1. The probation department shall attempt to:
 - a. Notify victims regarding the requirement for the defendant's participation in a batterer's program.
 - b. Notify victims regarding available victim resources.
 - c. Inform victims that attendance in any program does not guarantee that an abuser will not be violent.
- 2. Staff training on the following activities:
 - a. Notify victims regarding the requirement for the defendant's participation in a batterer's program, and inform victims that attendance in any program does not guarantee that an abuser a not be violent. (One-time for each employee performing the mandated activities.)
 - b. Notify victims regarding available victim resources. (Once-a-year training for each employee performing the mandated activity.)

C. Assessing the future probability of the defendant committing [sic] murder. (Pen. Code, §1203.097, subd. (b)(3)(1).)

- 1. Evaluation and selection of a homicidal risk assessment instrument.

2. Purchasing or developing a homicidal risk assessment instrument.
3. Training staff on the use of the homicidal risk assessment instrument.
4. Evaluation of the defendant using the homicidal risk assessment instrument, interviews and investigation, to assess the future probability of the defendant committing murder.

In the event a local agency obtains a new homicidal risk instrument, documentation substantiating the improved value of the new instrument is required to be provided with the claim.

Based on the foregoing, the County timely filed its reimbursement claims.

On August 8, 2002, the audit entrance conference was held with the County on the Domestic Violence Services Program. A draft audit report was issued on October 8, 2003. Finding 1 of the audit report states that the County's productive hourly rate had been calculated improperly. The report also makes the following allegations:

- Regarding administration and regulation components:
 - 1.1)¹ Five hours per officer, per month for telephone time was unsubstantiated;
 - 1.2) Time claimed investigative unit was unsubstantiated;
 - 1.3) Training hours claimed included individuals not performing activities related to the program;
 - 1.4) Meeting attendees were not specifically substantiated.

¹ The numerical designation reflects the subparagraph number as stated in the audit report.

- Regarding victim notification, the report alleges that the time claimed as field contact hours was not fully supported by logs and that the time claimed in telephone time was unsubstantiated.

- Regarding assessments, the report alleged that the time study used did not support the time claimed.

On December 12, 2003, the County drafted its response to the draft findings taking exception to the characterization that the calculation of the productive hourly rate was improper. The County also explained that its costs in the above-mentioned areas were properly and fully substantiated. A true and correct copy of the County's response is attached hereto as Exhibit H and is incorporated herein by reference.

The final audit report was issued on February 26, 2004, without any change in the findings at issue.

ANALYSIS AND DISCUSSION

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$705,080. This finding was based upon the County's computation of its productive hourly rates for probation officers. The computation was proper and the County requests this Commission reverse Audit Finding 1 to allow for the recovery of costs incurred for this state-mandated program for the reasons discussed below.

1. **The County's Productive Hourly Rate Computation Complies With The SCO-Issued General Claiming Instructions.**

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks, training, and staff meetings. The resulting total countywide annual productive hours of 1571 is the basis for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local Agencies with regard to the productive hourly rate computation. To support its argument that the County's rate was improper, the SCO cited the following text from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost.

A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800 * hours to compute the productive hourly rate.

* * *

* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken²

Relying on this section, the SCO argued that the County's figure of 1571

² Section 2, General Claiming Instructions, Subsection 7. Direct Labor Costs, Subdivision A. Direct Labor - Determine a Productive Hourly Rate (revised version 9/01).

productive hours was incorrect and that a figure of 1800 hours should have been used. However, the SCO omitted relevant portions of the Manual which indicate that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1800 hours is not the only approved approach. The Manual clearly states that use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for availing itself of an approved, though not often used, option.

To date, the SCO has not been able to cite one reference as to why the County's approach is improper.

2. **The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.**

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable, county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive hourly rate through the computation of average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation

is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors; the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. This argument lacks merit.

State law requires that workers be given two fifteen minute break periods per day. Presumably, County employees take these breaks. The presumption that these breaks are taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, are also taken. Instead of making this presumption, the SCO would have the County employ a clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 28 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the statistically invalid difference that may be found between actual break time and the time required break time.

The same argument applies with even greater force to presumption that County employees will undertake the necessary training required for licensure or certification.

Such education is more likely to be pursued because of its impact on the employees' license or certification and, ultimately, their ability to be employed in their field of training.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation of countywide productive hours were provided during the state audit.

Further, as shown in the letter of December 27, 2001 from the County Controller to the State Controller's Office, the State was notified years ago that the County was electing to change its state mandated claiming procedures relating to the calculation productive hourly rates. A true and correct copy of this letter is attached hereto as Exhibit I and is incorporated herein by reference. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims were submitted and accepted during 2002 and 2003 using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Jim Spano dated February 6, 2004, a true and correct copy of which is attached hereto as Exhibit J and is incorporated herein by reference.

B. AUDIT FINDING NUMBER ONE REGARDING A LACK OF SUBSTANTIATING RECORDS IS INCORRECT.

The audit report raised a number of other issues regarding documentation, time studies and the like. Each of the report's allegations will be addressed in turn.

1. The Victim Telephone Contacts Time Was Fully Supported by a Valid Time Study.

The audit report alleges that the time claimed of 5 hours per month, per officer for providing resources to victims via telephone was unsubstantiated. This allegation is erroneous.

The County provided a time study of this activity performed in June 2003 which demonstrated that this activity took an average of 15 minutes per case. A true and correct copy of this time study is attached hereto as Exhibit K and is incorporated herein by reference. Extrapolated over the number of cases, this time study average supported the claimed time amounts. As this activity has not changed appreciably over time, the June 2003 time study is a reliable indicator of the time spent in prior years on the same activity.

The SCO failed to recognize that the time study substantiated the County's claims and, consequently, wrongfully disallowed the entire amount claimed for this activity.

2. The Time Claimed by the Investigative Unit was Proper.

The audit report alleges that the time spent by the Investigative Unit officers in administrative activities was improperly claimed because, through interviews, the SCO became aware of the fact that the Investigative Unit does not perform such

activities. What the SCO failed to understand and account for is the fact that employees differ in how they characterize their activities. For example, one employee may characterize a task as an administrative activity, and another employee may characterize the same task as an on-site evaluation. The difficulty involved with the breaking down of a program into its component activities and classifying those into groups should be apparent to the SCO. All paperwork necessary to substantiate claims is open to human error through interpretation. In this instance, the understanding of the probation officers was that an on-site evaluation, a properly claimable component, was an administrative function. Regardless of how the activity may have characterized, the activity is reimbursable and, therefore, the County properly included it in its claim. The amount should not have been disallowed by the SCO.

3. The Training Costs Were Properly Claimed and Supported.

The audit report initially alleged that there was nothing to support the link between the training costs and the mandated activities. The County provided the SCO with attendance rosters and copies of the training outline. The SCO then revised its finding to allege that no nexus was established between the employees who attended meetings and their involvement in the Domestic Violence program. However, as explained in the declaration of Rita Loncarich, the County only included in its claim those training costs associated with unit members performing activities associated with the Domestic Violence Treatment program and other officers requiring such domestic violence training. A true and correct copy of the declaration of Ms. Loncarich is attached hereto as Exhibit L and is incorporated herein by reference.

4. The Meeting Costs Were Properly Claimed and Supported.

The audit report further alleges that no documentation was provided to support the attendance of two officers at meetings with other criminal justice agencies. This allegation is incorrect. The County submitted meeting records to support the attendance of the officers. A true and correct copy of these meetings records is attached hereto as Exhibit M and is incorporated herein by reference. Thus, the SCO wrongfully disallowed these costs.

5. The Field Contact Costs Were Properly Claimed and Supported.

The audit report also alleges that the costs for the probation officers to make field contact with victims was not supported by contact logs provided by the County. Although the logs did not account for all of the time claimed, the SCO and the County agreed that one hour per visit was reasonable and thus the County was able to support 131 hours in FY 1998-99, 343 hours in FY 1999-00, and 435 hours in FY 2000-01 as set forth in the declaration of Julie Tong. A true and correct copy of the declaration of Ms. Tong is attached hereto as Exhibit N and is incorporated herein by reference. The SCO failed to mention, let alone honor, this agreement in the final audit report.

The real issue lies in the time period from July 1998 to January 1999.

Unfortunately, the documents supporting the field contacts made during this time period have been purged. The balance of the fiscal year yielded 111 eligible cases out of 209 or 53% eligibility. Applying the 53% eligibility ratio to the 213 cases purged would be a fair resolution and would result in an additional 112 cases to be claimed during that fiscal year.

The SCO failed to recognize the logs for the February through June 1999 period, failed to adhere to its agreement as to claimable time and in so doing wrongfully disallowed the entire amount claimed for this activity.

6. The Victim Telephone Contacts Time Was Fully Supported by a Valid Time study.

The audit report alleged that the County provided no documentation to support the time spent on the telephone with victims. This is inaccurate. The County provided a time study conducted in June 2003 to substantiate the amount of time claimed for this activity. (See Exhibit K.) Therefore, the SCO wrongfully disallowed the entire amount claimed for this activity.

7. The Assessment Costs Were Properly Supported by a Valid Time Study.

The audit report alleged that the assessments of defendants in FY 1999-00 took less time that the County claimed. The County submitted two time studies in support of its claimed costs -- one performed in 1998-99 and another in 2000-01. The time necessary to perform reimbursable activities decreased from the first time study to the second. Based upon that decrease in time, the SCO rejected the application of the 1998-99 time study to FY 1999-00. The County subsequently used quarterly time logs to substantiate the time claimed, true and correct copies of which are attached hereto as Exhibit O and are incorporated herein by reference. The SCO failed to review the time logs in conjunction with claimed costs and allow those costs heretofore disallowed.

CONCLUSION

The County has adequately documented its productive hourly rate of 1571 to be a precise and reliable figure consistent with the State's claiming instructions. For the County to now be forced to utilize the standard 1800 hours results in the failure to fully reimburse the County for its cost of fulfilling a state mandate.

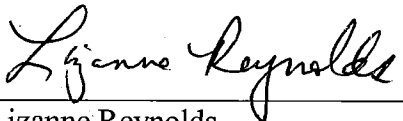
With respect to the SCO's other allegations, the County has provided sufficient documentation to support the claimed costs.

In light of the arguments presented above, the County requests that the Commission reverse the SCO's audit findings and award the County the correct claim amount of \$2,027,291.

Dated: Aug. 30, 2007

Respectfully submitted,

ANN MILLER RAVEL
County Counsel


Lizanne Reynolds
Deputy County Counsel

Attorneys for COUNTY OF SANTA
CLARA

EXHIBIT A

SANTA CLARA COUNTY

Audit Report

DOMESTIC VIOLENCE TREATMENT SERVICES PROGRAM

Chapter 183, Statutes of 1992

July 1, 1998, through June 30, 2001



STEVE WESTLY
California State Controller

February 2004



STEVE WESTLY
California State Controller

February 26, 2004

Mr. John V. Guthrie
Director of Finance
Santa Clara County
70 West Hedding Street, 2nd Floor
San Jose, CA 95110

Dear Mr. Guthrie:

The State Controller's Office (SCO) has completed an audit of the claims filed by Santa Clara County for costs of the legislatively mandated Domestic Violence Treatment Services Program (Chapter 183, Statutes of 1992) for the period of July 1, 1998, through June 30, 2001.

The county claimed and was paid \$2,027,291 for the mandated program. Claimed costs consist of \$2,028,033 in costs less a \$742 penalty for filing late. Our audit disclosed that \$1,278,616 is allowable and \$748,675 is unallowable. The unallowable costs occurred primarily because the county claimed costs that are unsupported and ineligible. The amount paid in excess of allowable costs claimed, totaling \$748,675, should be returned to the State.

The SCO has established an informal audit review process to resolve a dispute of facts. The auditee should submit, in writing, a request for a review and all information pertinent to the disputed issues within 60 days after receiving the final report. The request and supporting documentation should be submitted to: Richard J. Chivaro, Chief Counsel, State Controller's Office, Post Office Box 942850, Sacramento, CA 94250-0001.

If you have any questions, please contact Jim L. Spano, Chief, Compliance Audits Bureau, at (916) 323-5849.

Sincerely,

VINCENT P. BROWN
Chief Operating Officer

VPB:jj

cc: Dave Elledge
Controller-Treasurer
Santa Clara County

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Audit Report

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Audit Report

Summary

The State Controller's Office (SCO) has completed an audit of the claims filed by Santa Clara County for costs of the legislatively mandated Domestic Violence Treatment Services Program (Chapter 183, Statutes of 1992) for the period of July 1, 1998, through June 30, 2001. The last day of fieldwork was May 15, 2003.

The county claimed and was paid \$2,027,291 for the mandated program. Claimed costs consist of \$2,028,033 in costs less a \$742 penalty for filing late. The audit disclosed that \$1,278,616 is allowable and \$748,675 is unallowable. The unallowable costs occurred primarily because the county claimed costs that were unsupported and ineligible. The amount paid in excess of allowable costs claimed, totaling \$748,675, should be returned to the State.

Background

The State enacted Chapter 183, Statutes of 1992, requiring administration and regulation of batterer's treatment programs, providing services for victims of domestic violence, and assessing the future probability of the defendant committing murder. On November 30, 1998, the Commission on State Mandates determined that these activities are not directly related to the enforcement of the test claim statute under *Government Code* Section 17556 and, therefore, are reimbursable.

Parameters and Guidelines, adopted by the Commission on State Mandates, establishes the state mandate and defines criteria for reimbursement. In compliance with *Government Code* Section 17558, the SCO issues claiming instructions for each mandate requiring state reimbursement to assist cities, counties, or cities and counties in claiming reimbursable costs.

Objective, Scope, and Methodology

The audit objective was to determine whether costs claimed are increased costs incurred as a result of the legislatively mandated Domestic Violence Treatment Services Program (Chapter 183, Statutes of 1992) for the period of July 1, 1998, through June 30, 2001.

The auditor performed the following procedures:

- Reviewed the costs claimed to determine if they were increased costs resulting from the mandated program;
- Traced the costs claimed to the supporting documentation to determine whether the costs were properly supported;
- Confirmed that the costs claimed were not funded by another source; and
- Reviewed the costs claimed to determine that the costs were not unreasonable and/or excessive.

The SCO conducted the audit in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. The SCO did not audit the county's financial statements. The scope was limited to planning and performing audit procedures necessary to obtain reasonable assurance concerning the allowability of expenditures claimed for reimbursement. Accordingly, transactions were examined, on a test basis, to determine whether the amounts claimed for reimbursement were supported.

Review of the county's management controls was limited to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

Conclusion

The audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Summary of Program Costs (Schedule 1) and in the Findings and Recommendations section of this report.

For the audit period, Santa Clara County claimed and was paid \$2,027,291 for costs of the legislatively mandated Domestic Violence Treatment Services Program. The audit disclosed that \$1,278,616 is allowable and \$748,675 is unallowable.

For fiscal year (FY) 1998-99, the county was paid \$698,015 by the State. The audit disclosed that \$482,732 is allowable. The amount paid in excess of allowable costs claimed, totaling \$215,283, should be returned to the State.

For FY 1999-2000, the county was paid \$795,965 by the State. Claimed cost consists of \$796,707 in costs less a \$742 penalty for filing late. The audit disclosed that \$415,217 is allowable. The amount paid in excess of allowable costs claimed, totaling \$380,748, should be returned to the State.

For FY 2000-01, the county was paid \$533,311 by the State. The audit disclosed that \$380,667 is allowable. The amount paid in excess of allowable costs claimed, totaling \$152,644, should be returned to the State.

Views of Responsible Officials

The SCO issued a draft audit report on October 8, 2003. Dave Elledge, Controller-Treasurer, responded by the attached letter dated December 12, 2003, agreeing with the audit results with the exception of Finding 1. The county's response is included in this final audit report.

Restricted Use

This report is solely for the information and use of Santa Clara County, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.



JEFFREY V. BROWNFIELD
Chief, Division of Audits

**Schedule 1—
Summary of Program Costs
July 1, 1998, through June 30, 2001**

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustments</u>	<u>Reference¹</u>
<u>July 1, 1998, through June 30, 1999</u>				
Salaries	\$ 266,062	\$ 186,716	\$ (79,346)	Finding 1
Benefits	83,524	58,610	(24,914)	Finding 1
Subtotals	349,586	245,326	(104,260)	
Indirect costs	348,429	239,656	(108,773)	Findings 1, 2
Subtotals	698,015	484,982	(213,033)	
Less other reimbursements	—	(2,250)	(2,250)	Finding 3
Total claimed costs	698,015	482,732	(215,283)	
Less late filing penalty	—	—	—	
Total net claim	<u>\$ 698,015</u>	<u>482,732</u>	<u>\$ (215,283)</u>	
Less amount paid by the State		(698,015)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (215,283)</u>		
<u>July 1, 1999, through June 30, 2000</u>				
Salaries	\$ 329,603	\$ 186,852	\$ (142,751)	Finding 1
Benefits	71,246	41,257	(29,989)	Finding 1
Subtotals	400,849	228,109	(172,740)	
Indirect costs	398,858	190,850	(208,008)	Findings 1, 2
Subtotals	799,707	418,959	(380,748)	
Less other reimbursements	(3,000)	(3,000)	—	
Total claimed costs	796,707	415,959	(380,748)	
Less late filing penalty	(742)	(742)	—	
Total net claim	<u>\$ 795,965</u>	<u>415,217</u>	<u>\$ (380,748)</u>	
Less amount paid by the State		(795,965)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (380,748)</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Salaries	\$ 225,786	\$ 161,649	\$ (64,137)	Finding 1
Benefits	50,155	35,902	(14,253)	Finding 1
Subtotals	275,941	197,551	(78,390)	
Indirect costs	260,120	185,866	(74,254)	Findings 1, 2
Subtotals	536,061	383,417	(152,644)	
Less other reimbursements	(2,750)	(2,750)	—	
Total claimed costs	533,311	380,667	(152,644)	
Less late filing penalty	—	—	—	
Total net claim	<u>\$ 533,311</u>	<u>380,667</u>	<u>\$ (152,644)</u>	
Less amount paid by the State		(533,311)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (152,644)</u>		

Schedule 1 (continued)

Cost Elements	Actual Costs Claimed	Allowable per Audit	Audit Adjustments	Reference ¹
<u>Summary: July 1, 1998, through June 30, 2001</u>				
Salaries	\$ 821,451	\$ 535,217	\$ (286,234)	Finding 1
Benefits	204,925	135,769	(69,156)	Finding 1
Subtotals	1,026,376	670,986	(355,390)	
Indirect costs	1,007,407	616,372	(391,035)	Findings 1, 2
Subtotals	2,033,783	1,287,358	(746,425)	
Less other reimbursements	(5,750)	(8,000)	(2,250)	Finding 3
Total claimed costs	2,028,033	1,279,358	(748,675)	
Less late filing penalty	(742)	(742)	—	
Total net claim	<u>\$ 2,027,291</u>	1,278,616	<u>\$ (748,675)</u>	
Less amount paid by the State		<u>(2,027,291)</u>		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ (748,675)</u>		

¹ See the Findings and Recommendations section.

Findings and Recommendations

FINDING 1— Unsupported salaries, benefits, and related indirect costs

The county overclaimed salaries and benefits costs totaling \$355,390 for the period of July 1, 1998, through June 30, 2001. The claimed costs consist of three components: administration and regulation of batterer's treatment programs, victim notification, and assessment of future probability of defendant committing murder. The related indirect cost is \$349,690.

The county overstated its productive hourly rates for its probation officers. For FY 1998-99 and FY 1999-2000, the productive hours used to calculate the rate excluded hours that should have been considered productive (e.g., training, authorized breaks, staff meetings, and sick leave earned in excess of sick leave taken). For FY 2000-01, the county used countywide productive hours that significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate.

In addition, the county claimed certain costs that were unsupported or ineligible due to the following reasons.

1. For administration and regulation of batterer's treatment programs, the county claimed salaries and benefits totaling \$137,063 (\$39,402 for FY 1998-99, \$77,079 for FY 1999-2000, and \$20,582 for FY 2000-01) that were unsupported for the following reasons:
 - The county estimated five hours per month for each of the 10 officers for FY 1998-99 (600 hours) and 11 officers for FY 1999-2000 (660 hours) for providing resources over the telephone to victims. No documentation was provided to substantiate the activities performed and time spent on such activities.
 - The county claimed 26 hours for FY 1998-99 and 30 hours for FY 1999-2000 for its investigative unit to perform activities for the administration and regulation component. No documentation was provided to substantiate the activities performed and time spent on such activities. Furthermore, the SCO auditor's interviews of the investigative officers revealed this is not a function that this unit performs.
 - The county claimed 536 hours for FY 1999-2000 and 224 hours for FY 2000-01 for staff training. The county provided course rosters and sign-in sheets to substantiate 232 hours claimed in FY 1999-2000 and 224 hours claimed in FY 2000-01 for training by the Probation Department's Certification Unit. However, Probation Department personnel stated that individuals attending the training did not perform activities relating to the administration and regulation of the batterer's treatment program.

- The county claimed 102 hours for FY 1999-2000 and 66 hours for FY 2000-01 for meeting and conferring with criminal justice agencies. County personnel stated that a different unit within the Probation Department claimed the additional hours and provided a memorandum that was written by the department's supervisor, which included the number of hours and stated that department staff were at meetings. However, this documentation did not identify who attended such meetings. The county did not provide any documentation to substantiate that employees actually attended the meetings in question.
2. For victim notification, the county claimed salaries and benefits totaling \$143,277 (\$52,285 for FY 1998-99, \$36,227 for FY 1999-2000, and \$54,765 for FY 2000-01) that were unsupported or ineligible for the following reasons:
- For FY 1998-99 and FY 1999-2000, the documentation provided by the county did not support the total number of letters sent to notify victims regarding the requirement for the defendant's participation in a batterer's program, to notify victims regarding available victim resources, and to inform victims that attendance in any program does not guarantee that an abuser will not be violent.
 - For the entire audit period, the county was unable to support all of the hours it claimed for the officers to make field contact with the victims. The county submitted field contact logs to support these hours; however, the total hours claimed did not reconcile to the hours on the field contact logs.
 - For the entire audit period, the county claimed time spent on preparation of letters sent to victims for notification of (1) violation of probation and (2) scheduled hearings and or status changes in cases. These activities are not reimbursable under the mandate. (The county duplicated the number of letters sent to victims advising them of scheduled hearings.)
 - For FY 2000-01, the county claimed estimated hours spent talking with victims on the telephone. No documentation was provided to substantiate the activities performed or the time spent on such activities.
3. For assessment of future probability of defendant committing murder, the county claimed salaries and benefits totaling \$75,050 (\$12,573 for FY 1998-99, \$59,434 for FY 1999-2000, and \$3,043 for FY 2000-01) that were unsupported because the county used a FY 1998-99 time study to support time spent performing the mandate activity during FY 1999-2000. The county did not perform a time study during FY 1999-2000; however, it did perform a time study for FY 2000-01. The time study results showed that the amount of time spent on this activity had consistently declined from one time study to the next. The county stated that such reduction was

due to the learning curve and efficiency of probation officers performing the mandate-related activities. The SCO analysis revealed that the average of the FY 1998-99 and FY 2000-01 time study results should more closely approximate actual costs for FY 1999-2000 rather than FY 1998-99 time study results claimed by the county.

For the unallowable costs due to lack of documentation, the county stated that it may perform a current time study and apply its results to the audit period. If a time study is performed, the county still must support that the activities were performed and that the time study results reflect actual time spent during the audit period.

A summary of the audit adjustments to the salaries, benefits, and related indirect costs is as follows:

	Fiscal Year			Total
	1998-99	1999-2000	2000-01	
Salaries	\$ (79,346)	\$(142,751)	\$ (64,137)	\$(286,234)
Benefits	(24,914)	(29,989)	(14,253)	(69,156)
Total salaries and benefits	(104,260)	(172,740)	(78,390)	(355,390)
Indirect costs	(103,916)	(171,876)	(73,898)	(349,690)
Total unsupported costs	\$(208,176)	\$(344,616)	\$(152,288)	\$(705,080)

Parameters and Guidelines, Section IV, Reimbursable Activities, B. Victim Notification (*Penal Code* Section 1203.097(b)(4)), states:

1. The probation department shall attempt to: a. Notify victims regarding the requirement for the defendant's participation in a batterer's program. b. Notify victims regarding available victim resources. c. Inform victims that attendance in any program does not guarantee that an abuser will not be violent.

Informing a victim of future hearings, the defendant's violation of probation, and status changes to the case are not listed as reimbursable components in the *Parameters and Guidelines*.

Parameters and Guidelines, Section V, Claims Preparation, A-1 Direct Costs-Salaries and Benefits, states:

... Claimed costs shall be supported by the following cost element information: Identify the employee(s), and or show the classification of the employee(s) involved. Describe the reimbursable activities performed and specify the actual time devoted to each reimbursable activity by each employee, productive hourly rate and fringe benefits....

Parameters and Guidelines, Section V, Claims Preparation, A-6 Direct Costs-Training, states:

... Claimed costs shall be supported by the following cost element information: The cost for training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by

name and job classification. Provide the title and subject of the training session, the dates attended and the location. . . .

Parameters and Guidelines, Section III, Period of Reimbursement, states in part, "... Actual costs for one fiscal year shall be included in each claim."

Mandated Cost Manual for Local Agencies, Section 1, General Claiming Instructions, subsection 7, Direct Costs A. Direct Labor – Determine a Productive Hourly Rate, states:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following: Actual annual productive hours for each job title, . . . An annual average of 1800 hours to compute the productive hourly rate. . . . If actual annual productive hours are chosen, show the factors affecting total hours worked. . . .

This section also states that 1800 productive hours is computed after deducting paid holidays, vacation earned, sick leave taken, informal time off, jury duty, and military leave taken. The same would be applicable for the computation of actual annual productive hours for each job title.

Recommendation

The county should develop and implement an adequate recording and reporting system to ensure that all claimed costs are properly supported and reimbursable for the mandate in question.

County's Response

The county primarily disagreed with the finding. The following text highlights the county's responses. The Attachment contains the county's complete response.

Productive Hourly Rate

The State Controller's draft audit report . . . asserts that the County overstated the productive hourly rates used in these claims. For FY 1998-99 and FY 1999-2000, the Probation Department calculated its own departmental productive hourly rates for the claims. The State contends that training; authorized breaks, staff meetings and sick leave earned in excess of sick leave used should have been excluded from the Department's calculations. We disagree with the views of the State audit. According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, and staff meetings, all of which are paid but non-productive time, should be removed for the calculation of productive hours as explained to the State Controller audit staff in several meetings. However, we agree that the Department should not have used sick leave earned in its computation and provided the State auditors with the actual sick leave used numbers when they brought this error to our attention.

For the FY 2000-01 SB 90 claim, the Probation Department utilized the County-wide average annual productive hours per position as authorized in Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts. The State Controller's draft audit report states that this calculation of productive hours significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate. We disagree with this conclusion. We believe that the use of a countywide productive hourly rate is explicitly authorized by the State Controller's SB 90 claiming instructions and that the productive hours used by the Probation Department in this claim are fully documented and were accurately calculated by the County Controller's Office.

Further, as shown in the attached letter of December 27, 2001 from the County of Santa Clara Controller to the State Controller's Office, the State was noticed two years ago that the County was electing to change its SB 90 claiming procedures as related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve SB 90 claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. During the audit of the Domestic Violence Treatment Services Program claim, State auditors objected to the deduction of break-time from the calculation of average productive hours per position, but were unable to provide any written state procedures, regulations or other legal authority to support their position, which also contradicts Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Finding 1 sub-Para 1.1 . . .

Our discussion with SCO audit staff at the exit conference reflected the need for the County to conduct a time study in June 2003 to validate the activities performed and hours claimed on victim telephone contacts. The activities and processes for this function have not significantly changed for the past six years. The result of the June victim contact study shows that, of the Deputy Probation Officers that participated, the average time spent on victim contact was 15 minutes per case. . . .

Finding 1 sub-Para 1.2 . . .

The Department concurs that the administration and regulation component is not a function that the Investigation officer performs. The claim however, reflected the investigation officer's understanding of the function that was performed at that time. The officer considered "assisting" the Probation Officer in the Program Certification unit performing on-site evaluations and in bilingual translation as an Administrative function. As stipulated in the claiming instructions, "On-site evaluations" as part of the processing of initial and annual renewal approvals of vendors are reimbursable activities. Therefore, with that assumption, the officer recorded the time on the administration and regulation component to reflect that day's activity.

Finding 1 sub-Para 1.3...

The Department provided the State Controller audit staff with copies of Standard Training Code attendance roster on April 7, 2003. Copies of the description of training outline and Domestic Violence related topics that were dated within the audit period were also faxed to the audit staff on June 17, 2003. State Controller audit staff did not respond as to whether documents forwarded were acceptable or meets audit criteria. The documents presented clearly shows the attendees, the topic of the training and the trainer's name. We consider that these documents adequately support our claim.

Finding 1 sub-Para 1.4...

It was very common practice for the Certification Unit Deputy Probation Officer and the Domestic Violence unit Supervising Probation Officer and/or Deputy Probation Officer to attend the same meetings with other criminal justice agencies. Their functions are different enough that each Probation officer gets different benefits and knowledge from having the two officers attend the meetings. The department submitted meeting records attended by the Deputy Probation Officers that was dated within the audit period on June 17, 2003 to State Controller audit staff. We did not receive a response pertaining to our forwarded documentation. ...

Para 2 sub-Para 2.1...

The County concurs with the finding.

Para sub-Para 2.2...

This item was presented by fiscal year in a report given to State Controller audit staff at the earlier exit conference. The County agreed to the Controller's findings in that report which allowed for reimbursement of 131 hours out of 422 hours in FY 98/99, 343 out of 408 in FY 99/00, and 435 out of 487 in FY 00/01. In summary, the State Controller agreed that 882 hours out of 1,317 were allowable. We are surprised that this has not been recorded in the draft report and the audit seem to disallow all costs.

The only period that was really in question was July 98 - January 99 which was the first year of the claim. The documents are no longer available because the Probation's Domestic Violence staff had already purged them. However, SCO audit staff was able to audit the remaining 209 cases from the time period February 99 - June 99 and found 111 eligible cases, which is 53%. The following years findings were 343 out of 408 in FY 99/00 an 84% ratio, and 435 out of 487 in FY 00/01, which is 89% allowable. Although the State Controller audit staff have already verbally agreed to allow 20 cases on the periods in question (7/98 - 01/99), we recommend that State Controller instead consider using the 53% ratio on the 213 cases that were purged and allow 112 cases to be claimed.

Para 2 sub-Para 2.3...

We concur that this is not a reimbursable activity.

Para 2 sub-Para 2.4 . . .

During discussions with the State Controller audit staff, the County agreed to do a time study that could be retroactively applied to the time spent talking with victims to document and substantiate these costs. Again the process has not changed significantly for the past several years. The department used the same time log in June 2003 to validate the activities performed and hours claimed on victim telephone contacts for FY2000-01.

Methodology used

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

The average of 15 minutes per case was used to obtain the claimable hours below. . . .

Para No. 3 . . .

We believe that State Controller audit staff are being reasonable in the application of how to use the time studies that were performed. The Probation department has subsequently instituted a quarterly time log to comply with this finding. Based on the current time study data, our claimed costs should be reviewed and allowed.

SCO's Comment

The fiscal impact of the findings reported in the draft report remains unchanged. The SCO comments are discussed in the same order presented by the county in its response.

Productive Hourly Rate

The countywide productive hours include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by the employees' bargaining unit agreement and for continuing education requirements for licensure/certification rather than actual training hours attended. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period; therefore, the county cannot exclude those hours from productive hours.

The SCO's claiming instructions, which include guidelines for preparing mandated cost claims, do not identify the time spent on training, authorized breaks, and staff meetings as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training, authorized breaks, and staff meetings in calculating countywide productive hours, its accounting system must separately identify the actual time associated

with these three components. The accounting system must also separately identify training time directly charged to program activities.

The county may use countywide productive hours provided that all employee classifications are included and the productive hours are consistently used for all county programs. For FY 2000-01, the countywide productive hours were not consistently applied to all mandates.

Contrary to the statement in the county's December 27, 2001, letter to the SCO, Mr. Spano did not state that the use of a countywide productive hourly rate will result in a more efficient, less costly, and more accurate approach. In fact, the use of a countywide productive hourly rate is unacceptable because of the employees' different pay rates. Consequently, a countywide productive hourly rate would not accurately reflect actual costs incurred for a specific mandate.

Finding 1, subparagraph 1.1: The county did not maintain records to substantiate that the specific activity relating to victim telephone contacts was performed. Consequently, it would be inappropriate to project the time study results to the audit period.

Subparagraph 1.2: Interviews with ten Investigative Officers from the Probation Department revealed that this activity was not performed by Investigative Officers.

Subparagraph 1.3: The county did not support that individuals taking the training had any responsibilities for the reimbursable activities. This finding has been updated to clarify the documentation provided by the county.

Subparagraph 1.4: The county provided the SCO audit staff with a memorandum written by the Probation Department's supervisor, which included the number of hours and stated that department staff was at meetings. No further support was provided.

Subparagraph 2.1: The county concurs with this issue.

Subparagraph 2.2: The audit finding identified only 435 of the 1,317 hours as being unallowable. The allowable costs in Schedule 1 include salaries, benefits, and related indirect costs for the 882 hours (1317 claimed less 435 unallowed). The county asserts that since the SCO audit staff was able to validate 53% of the cases for the period of February through June 1999, the test results should be applied to the 213 cases claimed for the period of July 1998 through January 1999. However, the county did not provide documentation to substantiate that the activity took place from July 1998 through January 1999.

Subparagraph 2.3: The county concurs with this issue.

Subparagraph 2.4: The county did not maintain records to substantiate that the specific activity relating to telephonically interacting with the victims was performed. Consequently, it would be inappropriate to project the time study results to the audit period.

Subparagraph 3: The county concurs with this finding based on information the county provided to the SCO. The SCO will review any additional documentation from the county that may support actual costs incurred.

**FINDING 2—
Overstated indirect
costs**

The county claimed indirect costs using overstated indirect cost rates. The county revised its countywide cost allocation plan but did not apply the revised amounts used when computing the indirect cost rate, resulting in an overstated indirect costs rate. The auditor recomputed the indirect costs by multiplying the allowable salaries and benefits costs to the revised indirect costs rates.

A summary of the adjustment to indirect costs is as follows:

	Fiscal Year			Total
	1998-99	1999-2000	2000-01	
Indirect costs	\$ (4,857)	\$ (36,132)	\$ (356)	\$ (41,345)

Parameters and Guidelines, Section III, Period of Reimbursement, states in part, "... Actual costs for one fiscal year shall be included in each claim."

Parameters and Guidelines, Section V, Claim Preparation, Supporting Documentation, B. Indirect Costs, states, "Indirect costs are defined as costs incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program. ..."

Parameters and Guidelines, Section VI, states, "For audit purpose, all costs shall be traceable to source documents ... that shows evidence of the validity of such costs and their relationship to the state mandated program. ..."

Recommendation

The county should develop and implement an adequate recording and reporting system to ensure that all claimed costs are properly supported.

County's Response

This was an oversight by the department and we concur with the finding.

SCO's Comment

The county concurs. The finding remains unchanged.

**FINDING 3—
Unreported
reimbursements**

For FY 1998-99, the county did not reduce claimed costs by \$2,250 received for processing of initial and annual renewal approvals for vendors, which includes application review and on-site evaluations.

Parameters and Guidelines, Section VIII, states:

Any offsetting savings the claimant experiences as a direct result of the subject mandates must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, including but not limited to, service fees collected under penal code section 1203.097, subdivision c (5) (B), federal funds and other state funds shall be identified and deducted from this claim.

Recommendation

The county should develop and implement an adequate recording and reporting system to ensure that all applicable revenues are offset on its claims against its mandated program costs.

County's Response

This was an error and we concur.

SCO's Comment

The county concurs. The finding remains unchanged.

**Attachment—
County's Response to
Draft Audit Report**

County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center
70 West Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 280-8820



DATE: December 12, 2003

TO: Jim L. Spano
Chief, Compliance Audits Bureau,
State Controller's Office, Division of audits,
Post Office Box 942850,
Sacramento, CA 94250-5874

FROM: David G. Elledge
Controller-Treasurer

SUBJECT: SB90 Claim Ch 183/92- Domestic Violence Treatment Services
Draft Audit report.

Thank you for allowing us an extended time for submission of our reply.

Enclosed are our responses to the audit findings of the draft report on the Domestic Violence Treatment Services claim. We request that you reconsider the areas of disagreement and either send us another draft report or call us to schedule a final exit conference.

The most important issue to be resolved is the usage of countywide productive hours. We had reported this matter to the State Controller in December 2001 for your perusal and acceptance. Subsequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. We believe that our approach is in accordance with State Controller written guidelines and regulations and improves SB90 claiming accuracy, consistency, and documentation.

In case you need any clarifications, please call Ram Venkatesan at 408-299-5210.
Please let us know how you would like to proceed.

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, James T. Beall, Jr., Liz Kniss
County Executive: Peter Kufus, Jr.



County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center
70 West Hedding Street, East Wing, 3rd Floor
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(408) 209-5300 FAX (408) 289-8639



Mr. Walter Barnes
Chief Deputy State Controller, Finance
California State Controller
P.O. Box 942850
Sacramento, CA 94250-5874

Date: December 12, 2003

RE: Domestic Violence Treatment Services Program Audit Report

Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Domestic Violence Treatment Program. The report was very helpful enabling us to review our claiming process and costs recovery procedures. Below are our responses to each finding. It includes both those areas in which we agree with your office as well as those with which we still disagree. In respect of the areas of disagreement to findings contained in the report, we request your reconsideration of the disputed audit findings in light of these replies.

FINDING 1- unsupported salaries, benefits, and related indirect costs

The county over claimed salaries and benefits costs totaling \$ 355,390 for the period of July 1, 1998, through June 30, 2001. The claimed costs consist of three components; administration and regulation of batterer's treatment programs, victim notification, and assessment of future probability of defendant committing murder. The related indirect cost is \$349,690.

The county overstated its productive hourly rates for its probation officers. For FY 1998-99 and FY 1999-2000, the productive hours used to calculate the rate excluded hours that should have been considered productive (e.g., training, authorized breaks, staff meetings, and sick leave earned in excess of sick leave taken). For FY 2000-01, the county used countywide productive hours that significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate.

Board of Supervisors: Donald R. Gatto, Blanca Alvarado, Pete McHugh, James T. Beall, Jr., Liz Kniss
County Executive: Peter Kallas, Jr.



Response to Calculation of Productive Hourly Rates:

The State Controller's draft audit report pertaining to the County's SB 90 Domestic Violence Treatment Services Program claims for FY 1998-99, FY 1999-2000 and FY 2000-01 asserts that the County overstated the productive hourly rates used in these claims. For FY 1998-99 and FY 1999-2000, the Probation Department calculated its own departmental productive hourly rates for the claims. The State contends that training; authorized breaks, staff meetings and sick leave earned in excess of sick leave used should have been excluded from the Department's calculations. We disagree with the views of the State audit. According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, and staff meetings, all of which are paid but non-productive time, should be removed for the calculation of productive hours as explained to the State Controller audit staff in several meetings. However, we agree that the Department should not have used sick leave earned in its computation and provided the State auditors with the actual sick leave used numbers when they brought this error to our attention.

For the FY 2000-01 SB 90 claim, the Probation Department utilized the County-wide average annual productive hours per position as authorized in Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts. The State Controller's draft audit report states that this calculation of productive hours significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate. We disagree with this conclusion. We believe that the use of a countywide productive hourly rate is explicitly authorized by the State Controller's SB 90 claiming instructions and that the productive hours used by the Probation Department in this claim are fully documented and were accurately calculated by the County Controller's Office.

Further, as shown in the attached letter of December 27, 2001 from the County of Santa Clara Controller to the State Controller's Office, the State was noticed two years ago that the County was electing to change its SB 90 claiming procedures as related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve SB 90 claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. During the audit of the Domestic Violence Treatment Services Program claim, State auditors objected to the deduction of break-time from the calculation of average productive hours per position, but were unable to provide any written state procedures, regulations or other legal authority to support their position, which also contradicts Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Finding 1 sub-Para 1

For administration and regulation of batterer's treatment programs the county claimed salaries and benefits totaling \$137,063 (\$39,402 for FY 1998-99, \$77,079 for FY 1999-2000, and \$20,582 for FY 2000-01) that were unsupported for the following reasons:

Finding 1 sub-Para 1.1

For FY 1998-99 and FY 1999-2000, the county estimated five hours per month for each of the 11 officers for providing resources over the telephone to victims. No documentation was provided to substantiate the activities performed and time spent on such activities

Response

Our discussion with SCO audit staff at the exit conference reflected the need for the County to conduct a time study in June 2003 to validate the activities performed and hours claimed on victim telephone contacts. The activities and processes for this function have not significantly changed for the past six years. The result of the June victim contact study shows that, of the Deputy Probation Officers that participated, the average time spent on victim contact was 15 minutes per case.

Scope and Methodology used for the time study

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

Below are the recalculated claimable hours.

TEL TIME LOG	FY98-99	FY99-00	FY00-01	TOTAL
TOTAL CASES	2446	2283	2008	6735
15 MINUTES PER DPO PER CASE	611.5	570.8	501.5	1,683.8
HOURS CLAIMED	600	600	660	1860
DIFFERENCE	(11.5)	29.25	158.5	176.25

Finding 1 sub-Para 1.2

For FY 1998-99 and FY 1999-2000, the county claimed hours for its investigative unit to perform activities for the administration and regulation component. SCO auditor interviews of the investigative officers revealed this is not a function that this unit performs.

The Department concurs that the administration and regulation component is not a function that the Investigation officer performs. The claim however, reflected the investigation officer's understanding of the function that was performed at that time. The officer considered "assisting" the Probation Officer in the Program Certification unit performing on-site evaluations and in bilingual translation as an Administrative function. As stipulated in the claiming instructions, "On-site evaluations" as part of the processing

of initial and annual renewal approvals of vendors are reimbursable activities. Therefore, with that assumption, the officer recorded the time on the administration and regulation component to reflect that day's activity.

Finding 1 sub-Para 1.3

For FY 1999-2000 and 2000-01, the county claimed hours for staff training. The county provided the agenda for the training. However, the agenda provided did not contain documentation to support that the training related to the mandate.

Response:

The Department provided the State Controller audit staff with copies of Standard Training Code attendance roster on April 7, 2003. Copies of the description of training outline and Domestic Violence related topics that were dated within the audit period were also faxed to the audit staff on June 17, 2003. State Controller audit staff did not respond as to whether documents forwarded were acceptable or meets audit criteria. The documents presented clearly shows the attendees, the topic of the training and the trainer's name. We consider that these documents adequately support our claim.

Finding 1 sub-Para 1.4

For FY 1999-2000 and 2000-01, the county claimed hours for meeting and conferring with criminal justice agencies. County personnel stated that a different unit within the Probation Department claimed the additional hours and provided a memorandum that was written by the department's supervisor, which included the number of hours and stated that department staff was at meetings. However, this documentation did not identify who attended such meetings. The county did not provide any documentation to substantiate those employees actually attended the meetings in question.

Response:

It was very common practice for the Certification Unit Deputy Probation Officer and the Domestic Violence unit Supervising Probation Officer and/or Deputy Probation Officer to attend the same meetings with other criminal justice agencies. Their functions are different enough that each Probation officer gets different benefits and knowledge from having the two officers attend the meetings. The department submitted meeting records attended by the Deputy Probation Officers that was dated within the audit period on June 17, 2003 to State Controller audit staff. We did not receive a response pertaining to our forwarded documentation.

Para 2

For victim notification, the county claimed salaries and benefits totaling \$143,277 (\$52,285 for FY 1998-99, \$36,227 for FY 1999-2000, and \$54,765 for FY 2000-01) that were unsupported or ineligible for the following reasons:

Para 2 sub-Para 2.1

For FY 1998-99 and 1999-2000, the documentation provided by the county did not support the total number of letters sent to notify victims regarding the requirement for the defendant's participation in a batterer's program, to notify victims regarding available victim resources, and to inform victims that attendance in any program does not guarantee that an abuser will not be violent.

Response

The County concurs with the finding.

Para 2 sub-Para 2.2

For the entire audit period, the county was unable to support all of the hours it claimed for the officers to make field contact with the victims. The county submitted field contact logs to support these hours; however, the total hours claimed did not reconcile to the hours on the field contact logs.

Response:

This item was presented by fiscal year in a report given to State Controller audit staff at the earlier exit conference. The County agreed to the Controller's findings in that report which allowed for reimbursement of 131 hours out of 422 hours in FY 98/99, 343 out of 408 in FY 99/00, and 435 out of 487 in FY 00/01. In summary, the State Controller agreed that 882 hours out of 1,317 were allowable. We are surprised that this has not been recorded in the draft report and the audit seems to disallow all costs.

The only period that was really in question was July 98 – January 99 which was the first year of the claim. The documents are no longer available because the Probation's Domestic Violence staff had already purged them. However, SCO audit staff was able to audit the remaining 209 cases from the time period February 99 – June 99 and found 111 eligible cases, which is 53%. The following years findings were 343 out of 408 in FY 99/00 an 84% ratio, and 435 out of 487 in FY 00/01, which is 89% allowable. Although the State Controller audit staff have already verbally agreed to allow 20 cases on the periods in question (7/98 – 01/99), we recommend that State Controller instead consider using the 53% ratio on the 213 cases that were purged and allow 112 cases to be claimed.

Para2 sub-Para 2.3

For the entire audit period, the county claimed time spent on preparation of letters sent to victims for notification of (1) violation of probation and (2) scheduled hearings and or status changes in cases. These activities are not reimbursable under the mandate. (The county duplicated the number of letters sent to victims advising them of scheduled hearings.)

Response:

We concur that this is not a reimbursable activity.

Para2 sub-Para 2.4

For FY 2000-01, the county claimed estimated hours spent talking with victims on the telephone. No documentation was provided to substantiate the activities performed or the time spent on such activities.

Response:

During discussions with the State Controller audit staff, the County agreed to do a time study that could be retroactively applied to the time spent talking with victims to document and substantiate these costs. Again the process has not changed significantly for the past several years. The department used the same time log in June 2003 to validate the activities performed and hours claimed on victim telephone contacts for FY2000-01.

Methodology used

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

The average of 15 minutes per case was used to obtain the claimable hours below.

TEL TIME LOG	FY98-99	FY99-00	FY00-01	TOTAL
TOTAL CASES	2446	2283	2006	6735
15 MINUTES PER DPO PER CASE	611.5	570.8	501.5	1,683.8
HOURS CLAIMED	600	600	660	1860
DIFFERENCE	(11.5)	29.25	158.5	176.25

Para No. 3

For assessment of future probability of defendant committing murder, the county claimed salaries and benefits totaling \$75,050 (\$12,575 for FY 1998-99, \$59, 434 for FY 1999-2000, and \$3,043 for FY 2000-01 that were unsupported for the following reasons:

The county used a FY 1998-99 time study to support time spent performing the mandate activity during FY 1999-2000. The county did not perform a time study during FY 1999-2000; however, it did perform a time study for FY 2000-01. The time study results showed that the amount of time spent on this activity had consistently declined from one time study to the next. The county stated that such reduction was due to the learning

curve and efficiency of probation officers performing the mandate-related activities. The SCO analysis revealed that the average of the FY 1998-99 and FY 2000-01 time study results should more closely approximate actual costs for FY 1999-2000 rather than FY 1998-99 time study results claimed by the county.

For the unallowable costs due to lack of documentation, the county stated that it may perform a current time study and apply its results to the audit period. If a time study is performed, the county still must support that the activities were performed and that the time study results reflect actual time spent during the audit period.

Response:

We believe that State Controller audit staff are being reasonable in the application of how to use the time studies that were performed. The Probation department has subsequently instituted a quarterly time log to comply with this finding. Based on the current time study data, our claimed costs should be reviewed and allowed.

FINDING 2- Overstated Indirect costs

The county claimed indirect costs using overstated indirect cost rates. The county revised its countywide cost allocation plan but did not apply the revised amounts used when computing the indirect cost rate, resulting in an overstated indirect costs rate. The auditor recomputed the indirect costs by multiplying the allowable salaries and benefits costs to the revised indirect costs rates.

Response: This was an oversight by the department and we concur with the finding.

FINDING 3 – Unreported reimbursements

For FY 1998-99, the county did not reduce claimed costs by \$2,250 received for processing of initial and annual renewal approvals for vendors, which includes application review and on-site evaluations.

Response: This was an error and we concur.

County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110-1705
(408) 299-3541 FAX 389-8630



December 27, 2001

The State Controller's Office
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P. O. Box 942850
Sacramento, CA 94250

Subject: Countywide Productive Hourly Rate for SB90 Claims

The Santa Clara County has decided to use the countywide effective hourly rate in calculating the direct labor costs for its future SB90 claims. The methodology used by the County in determining the countywide effective hourly rate is consistent with the guidelines issued by the State Controller's Office in the 'SB90-Mandated Cost Manual for the Counties'. Developing a countywide effective hourly rate will standardize the County's approach, minimize duplication of effort presently expended making these calculations, and improve the accuracy and documentation related to the calculation of the productive hour rates.

The State Manual suggests the following three methods for determining the productive hours and gives the counties an option to use any of these methods:

- a. Actual annual productive hours for each job title;
- b. Countywide average annual productive hours; or
- c. The standard annual 1800 hours. The State Controller included the following items in determining the standard 1800 hours:
 - Paid holidays
 - Vacation earned
 - Sick leave taken
 - Informal time off
 - Jury Duty
 - Military leave taken

Prior to developing the productive hourly rate calculations, our Management Auditor (Roger Mialoco) contacted the State Controller's Bureau Chief for Compliance Audits (Jim Spano) to see if there were any objections to the countywide productive hourly rate usage. Mr. Spano concurred that the countywide hourly rate will result in a more efficient, less costly and more accurate approach.

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, James T. Beall Jr., Liz Kniss
County Executive: Richard Wittenberg

2

SB90-Productive Hours
December 27, 2001
Page 2 of 2

We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during the fiscal year with data extracted from the county's computerized payroll (People Soft) system. We will amend the SB90 claims for fiscal year 2000, and will prepare all future SB90 claims using this methodology.

Please review the enclosed schedules and provide us with your immediate response. Complete supporting working papers are available at our office and will be made available upon your request. We will submit the details with each claim submitted.

If you need more information, please contact the County's SB90 Coordinator, Mr. Ram Venkatesan, at (408) 299-5214 or by email ramaiah.venkatesan@fin.co.scl.ca.us

Sincerely,



David G. Elledge
Controller-Treasurer

Encl:

K:\Work\SB-90\SB 90-Productive Hours-Letter to State Controller.doc

EXHIBIT B

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE TEST CLAIM ON:

Penal Code Section 273.5, Subdivisions (e), (f), (g), (h) and (i); Penal Code Sections 1000.93, 1000.94 and 1000.95; and Penal Code section 1203.097 as added, amended or repealed by Chapter 183, Statutes of 1992; Chapter 184, Statutes of 1992; Chapter 28X, Statutes of 1994; and Chapter 641, Statutes of 1995

And filed on November 13, 1996

By the County of Los Angeles, Claimant.

NO. CSM - 96-281-01

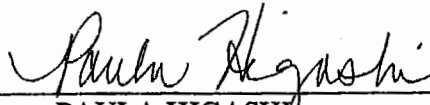
*DOMESTIC VIOLENCE TREATMENT
SERVICES - AUTHORIZATION AND
CASE MANAGEMENT*

STATEMENT OF DECISION
PURSUANT TO GOVERNMENT
CODE SECTION 17500 ET SEQ. ;
TITLE 2, CALIFORNIA CODE OF
REGULATIONS, DIVISION 2,
CHAPTER 2.5, ARTICLE 7.

STATEMENT OF DECISION

The attached Proposed Statement of Decision is hereby adopted by the Commission on State Mandates on April 23, 1998. This decision is effective on May 7, 1998.

Date: May 7, 1998



PAULA HIGASHI
Executive Director

PROPOSED STATEMENT OF DECISION APPROVED TEST CLAIM

Penal Code Sections 1000.93, 1000.94 and 1000.95
Penal Code Sections 273 .5, subdivisions (e), (f), (g), (h) and (i)
Penal Code Section 1203.097

As Repealed, Added or Amended by Chapters 183192, 184/92, 28X/94, 641/95

Domestic Violence Treatment Services - Authorization and Case Management

Executive Summary

On March 26, 1998, the Commission partially approved this test claim with a 6-0 vote.

The test claim legislation provides that if an accused is convicted of a domestic violence crime and granted probation as part of sentencing, the defendant is required to successfully complete the batterer's treatment program as a condition of probation,

The Commission determined that probation *is a penalty* for conviction of a crime. The successful completion of probation is required before the unconditional release of the defendant. If the defendant fails to successfully complete the batterer's treatment program, the test claim legislation subjects the defendant to further sentencing and incarceration.

Since the legislature changed the penalty for domestic violence crimes by changing the requirements for probation, the Commission determined that the "crimes and infractions" disclaimer in Government Code section 17556, subdivision (g), applies to this claim. Based on the plain and ordinary meaning of the words used by the Legislature, the Commission concluded that subdivision (g) applies to those activities required by the test claim legislation that are directly related to the enforcement of the statute which changed the penalty 'for a crime.

Non-Reimbursable Activities

Accordingly, the Commission concluded that the following activities are directly related to the enforcement of the test claim statute and, thus, are *not* reimbursable pursuant to Government Code section 17556, subdivision (g):

- Referring the defendant to an appropriate alternative batterer's program if the original program is unsuitable. (Pen. Code, § 1203.097, subd. (a)(9) .)

- Monitoring the defendant's progress in the batterer's program, receiving and reviewing reports of violation, and reporting such findings to the court. (Pen. Code, § 1203.097, subd. (a)(10)(A)(B).)
- Requesting a hearing for further sentencing when the defendant is not performing satisfactorily in the assigned program, is not benefiting from the program, has not complied with the condition of probation, or has engaged in criminal conduct. (Pen. Code, § 1203.097, subd. (a)(12).)
- Providing information obtained from the investigation of the defendant's history to the batterer's treatment program upon request. (Pen. Code, § 1203.097, subd. (b)(1).)
- Investigating the defendant's history to determine the appropriate batterer treatment program, determining which community program would benefit the defendant, and reporting such findings to the court. (Pen. Code, § 1203.097, subd. (b)(1).)
- Assessing the defendant after the court orders the defendant to a batterer's program. The following factors are to be assessed: social, economic and family background; education; vocational achievements; criminal history; medical history; substance abuse history; consultation with the probation officer; and verbal consultation with the victim, if the victim desires to participate. (Pen. Code, § 1203.097, subd. (b)(3).)
- Determining the amount, means, and manner of restitution to the victim or battered women's shelter.

Reimbursable Activities

The Commission concluded that the activities listed below are not directly related to the enforcement of the test claim statute under Government Code section 17556, subdivision (g), and, therefore, are reimbursable:

- Administration and regulation of the batterer's treatment programs (Pen. Code, § 1203.097, subds. (c)(1), (c)(2), and (c)(5)) offset by the claimant's fee authority under Penal Code section 1203.097, subdivision (c)(5)(B).
- Providing services for victims of domestic violence. (Pen. Code, § 1203.097, subd. (b)(4).)
- Assessing the future probability of the defendant committing murder. (Pen. Code, § 1203.097, subd. (b)(3)(1).)

Staff Recommendation

Based on the foregoing, staff recommends that the Commission approve the attached Proposed Statement of Decision which accurately reflects the Commission's decision.

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE TEST CLAIM ON:

Penal Code Section 273.5, Subdivisions (e), (f), (g), (h) and (i); Penal Code Sections 1000.93, 1000.94 and 1000.95; and Penal Code section 1203.097 as added, amended or repealed by Chapter 183, Statutes of 1992; Chapter 184, Statutes of 1992; Chapter 28X, Statutes of 1994; and Chapter 641, Statutes of 1995

And filed on November 13, 1996

By the County of Los Angeles, Claimant.

NO. CSM - 96-281-01

DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT

PROPOSED STATEMENT OF
DECISION PURSUANT TO
GOVERNMENT CODE SECTION
17500 ET SEQ.; TITLE 2,
CALIFORNIA CODE OF
REGULATIONS, DIVISION 2,
CHAPTER 2.5, ARTICLE 7.

(Presented for adoption on
April 23, 1998)

PROPOSED STATEMENT OF DECISION

This test claim was heard by the Commission on State Mandates (Commission) on March 26, 1998, during a regularly scheduled hearing. Mr. Leonard Kaye appeared for the County of Los Angeles. Mr. James Apps appeared for the Department of Finance. Mr. Jim Wright appeared as a witness for the County of Los Angeles.

At the hearing, evidence both oral and documentary was introduced, the test claim was submitted, and the vote was taken.

The law applicable to the Commission's determination of a reimbursable state mandated program is Government Code section 17500 et seq. and section 6, article XIII B of the California Constitution and related case law.

The Commission, by a vote of 6 to 0, partially approved this test claim.

BACKGROUND

The Domestic Violence Diversion Program Was a Pretrial Program Designed to Avoid Conviction of the Accused Batterer.

In 1979 and 1980, the Legislature established procedures for the diversion of persons arrested for misdemeanor domestic violence offenses prior to the determination of guilt or innocence. The diversion program created an alternative to criminal prosecution and conviction of the accused batterer. The accused was required to enroll in, and complete, a batterer's treatment program. If the accused successfully completed the batterer's program, he/she could avoid prosecution and conviction.

In part, the diversion program required county probation departments to perform an investigation to determine: 1) if the accused would benefit from diversion; and, if so, 2) in which community program the accused should be placed. The program also required county probation departments to monitor the progress of the divertee and return the divertee to court if he/she was not benefiting from the program or if he/she was later convicted of any violent crime.

In *County of Orange v. State Board of Control*,¹ the court reversed the State Board's determination that the diversion program was not a reimbursable state mandated program. The State Board found that the diversion program fell within the exclusion for legislation that changed the penalty of a crime. The court disagreed, stating, "probation is an alternative sentencing device imposed after conviction, while diversion is a pretrial program' designed to avoid conviction. " The court ruled that participation in the diversion program is not a penalty because it occurs prior to a determination of guilt or innocence.

The decision in *County of Orange* allowed counties to claim reimbursement for investigating the accused batterer, making recommendations to the court regarding diversion, and monitoring the progress of the divertee in the treatment program,

In July 1993, the Legislature added sections 1000.93, 1000.94 and 1000.95 to the Penal Code. These provisions require county probation departments to administer and regulate domestic violence batterer's treatment programs and perform other related case management duties for domestic violence diverttees and their victims. On July 21, 1994, the Commission determined that these added Penal Code sections imposed a reimbursable state mandated program.

The Test Claim Legislation Eliminated the Pretrial Diversion Program and Transformed it into a New Penalty Imposed Upon the Batterer After Conviction.

In 1995, the Legislature eliminated the diversion program as a pretrial option for an accused batterer and transformed the batterer's treatment program into a condition of probation, if part of the punishment and sentencing following conviction included probation. The new law subjects all domestic violence arrestees to criminal prosecution and conviction because the Legislature recognized that, "domestic violence is a serious

¹ *County of Orange v. State Bd. of Control* (1985) 167 Cal.App.3d 660, 663.

and widespread crime. . . . Between two and four million American women are beaten annually by their husbands or boyfriends . . . and domestic violence is the second leading cause of injury to women aged 15 to 44 years. . . . ” Furthermore, the Legislature stated, “[Pre-trial] [d]iversion programs for perpetrators of domestic violence . . . are inadequate to address domestic violence as a serious crime.” (Emphasis added.)

COMMISSION FINDINGS

Issue 1: Which test claim provisions are not reimbursable because they fall under the exclusion for changing the penalty for a crime under Government Code section 17556, subdivision (g)?

Plain and Ordinary Meaning of Subdivision (g). Government Code section 17556, subdivision (g), provides that a test claim contains no “costs mandated by the state” if the Commission finds that:

“The statute created a new crime or infraction, eliminated a crime or infraction, or changed the penalty for a crime or infraction, *but only for that portion of the statute relating directly to the enforcement of the crime or infraction.*” (Emphasis added.)

The Commission noted that the first step in statutory interpretation is to look at the statute’s words and give them their plain and ordinary meaning. Where ‘the words of the statute are unambiguous, they must be applied as written and may not be altered in any way. Where the words are ambiguous, the statute’s legislative history must be used to guide statutory interpretation. Generally, statutes must be given a reasonable and common sense construction designed to avoid absurd results.’²

The “But Only” Modifier. Subdivision (g) contains the modifier, “but only for that portion of the statute relating directly to the enforcement of the crime or infraction.” It is first necessary to determine what portion of subdivision (g), the “but only” clause modifies. To avoid ambiguity, rules of grammar suggest that modifiers be placed next to the word they modify.³ Also known as the “last antecedent rule,” this construction is not followed when strict adherence to the rules of grammar would result in statutory interpretation that contravenes legislative intent.⁴

The Commission recognized that the “last antecedent rule” means the “but only” clause modifies only the third phrase in subdivision (g)-changed penalties for crimes or infractions. This application is in accordance with legislative intent. It would not make sense for the “but only” clause to modify the first phrase-the creation of new crimes or infractions-because reimbursement for those statutes is already provided for

² *Burden v. Snowden* (1992) 2 Cal.4th 556, 562; *People v. King* (1993) 5 Cal.4th 59, 69.

³ Strunk & White, *The Elements of Style* (3d ed. 1979) p. 30.

⁴ 67 Ops.Cal.Atty.Gen. 452, 454 (1984).

in article XIII B, section 6, subdivision (b), of the California Constitution.⁵ Similarly, it would not make sense for the "but only" clause to modify the second phrase--the elimination of crimes or infractions-- because an eliminated crime cannot be enforced.

"The Enforcement of the Crime or Infraction." Webster's defines "enforce" as "to compel observance of (a law, etc.)."⁶ However, Black's Law Dictionary defines "enforcement" as "[t]he act of putting something such as a law into effect; the execution of a law."⁷ Black's defines "execution," in turn, as "[c]arrying out some act or course of conduct to its completion."⁸

The word "penalty" is generally defined to mean some type of punishment.⁹

"Punishment," in turn, includes "[a]ny fine, penalty, or confinement inflicted upon a person by the authority of the law and the judgment and sentence of a court, for some crime committed by him. . . ."¹⁰ Finally, a "sentence" is "[t]he judgment formally pronounced by the court or judge upon the defendant after his conviction in a criminal prosecution, imposing the punishment to be inflicted, usually in the form of a fine, incarceration, or probation."¹¹

Therefore, the Commission found that "enforcement of the crime or infraction" means to carry out to completion the "penalty" or "punishment" imposed by the statute. The completion of the enforcement process is the ultimate "sentencing" imposed upon the defendant, which includes probation. Subdivision (g), therefore, encompasses those activities that directly relate to the enforcement of the statute that changes the penalty for the crime from arrest through conviction and sentencing, including probation.

Exclusion for Changing the Penalty for a Crime. Probation is "the suspension of the imposition or execution of a sentence and the order of conditional and revocable release in the community under the supervision of a probation officer."¹² Nonetheless, the Commission noted that Penal Code section 1202.7 includes punishment as one of the primary considerations in granting probation:

⁵ Section 6 of article XIII B of the Constitution provides: "[T]he Legislature may, but need not, provide such subvention of funds for the following mandates: [¶] (b) Legislation defining a new crime or changing an existing definition of a crime. "

⁶ Webster's New World Dict. (3rd College ed. 1988) p. 450, col. 1.

⁷ Black's Law Dict. (6th ed. 1990) p. 528, col.2.

⁸ Black's Law Dict. (6th ed. 1990) p. 568, col. 1.

⁹ Black's Law Dict. (6th ed. 1990) p. 1133, col.2, (defining "penalty" as "[a]n elastic term with many different shades of meaning; it involves the idea of punishment, corporeal or pecuniary, or civil or criminal"); Webster's New World Dict. (3rd College ed. 1988) p. 998, col.1 (defining "penalty" as "a punishment fixed by law, as for a crime or breach of contract" or "any unfortunate consequence or result of an act or condition. ")

¹⁰ Black's Law Dict. (6th ed. 1990) p. 1234, col. 1.

¹¹ Black's Law Dict. (6th ed. 1990) p. 1362, col. 2.

¹² Pen. Code, § 1203, subd. (a).

"The Legislature finds and declares that the provision of probation services is an essential element in administration of criminal justice. The safety of the public, which shall be a primary goal through enforcement of court-ordered conditions of probation; the nature of the offense, the interests of justice, *including punishment*, reintegration of the offender into the community, and enforcement of conditions of probation; the loss to the victim; and the needs of the defendant shall be the primary considerations in the granting of probation." (Emphasis added.)

In addition, the successful completion of probation is required before the unconditional release of the defendant. If the convicted defendant does not successfully complete probation, the defendant is subject to further sentencing and incarceration.¹³

The Commission found that the purpose of the test claim legislation is to "treat domestic violence as a serious crime." Accordingly, the Legislature eliminated diversion as an option in domestic violence cases and subjected all persons arrested for a domestic violence offense to prosecution and conviction. If probation is granted as part of the sentence, the defendant is now required to successfully complete a batterer's treatment program as a condition of probation. If the defendant does not satisfactorily complete the batterer's treatment program, Penal Code section 1203.097, subdivision (a)(12), expressly provides that the defendant is subject to further sentencing and incarceration.

¹³ Penal Code section 1203.2 provides authority to revoke probation and impose further sentencing, including incarceration, if the defendant violates *any* term of probation. Section 1203.2 provides, in pertinent part, the following:

"(a) At any time during the probationary period of a person released on probation under the care of a probation officer pursuant to this chapter, or of a person released on conditional sentence or summary probation not under the care of a probation officer, if any probation officer or peace officer has probable cause to believe that the probationer is violating any term or condition of his or her probation, or conditional sentence, the officer may, without warrant or other process and at any time until the final disposition of the case, rearrest the person and bring him or her before the court or the court may, in its discretion, issue a warrant for his or her rearrest. Upon such rearrest, or upon the issuance of a warrant for rearrest the court may revoke and terminate such probation if the interests of justice so require and the court, in its judgment, has reason to believe from the report of the probation officer or otherwise that the person has violated any of the conditions of his or her probation"

"(c) Upon any revocation and termination of probation the court may, if the sentence has been suspended, pronounce judgment for any time within the longest period for which the person might have been sentenced."

The Commission found that the activities of a county's probation department under the previous, reimbursable pretrial diversion program and under the new post-conviction batterer's treatment program share many similarities. However, under County of Orange, the similarity between pretrial diversion and probation "does not affect the basic distinction between the two [P]robation is an alternative sentencing device imposed after conviction, while diversion is a pretrial program designed to avoid conviction." ¹⁴

Based on the foregoing, the Commission found that probation is a penalty for the conviction of domestic violence and that the completion of the batterer's treatment program as a condition of probation is subject to the exclusion in Government Code section 17556, subdivision (g) .

CONCLUSION TO ISSUE 1:

Based on the foregoing analysis, the Commission determined that the activities listed below are directly related to the enforcement of the test claim statute which changed the penalty for defendants convicted of a domestic violence offense. Accordingly, the following activities fall under Government Code section 17556, subdivision (g), and, therefore, are not reimbursable.

- Referring the defendant to an appropriate alternative batterer's program if the original program is unsuitable. (Pen. Code, § 1203.097, subd. (a)(9).)
- Monitoring the defendant's progress in the batterer's program, receiving and reviewing reports of violation, and reporting such findings to the court. (Pen. Code, § 1203.097, subd. (a)(10)(A)(B).)
- Requesting a hearing for further sentencing when the defendant is not performing satisfactorily in the assigned program, is not benefiting from the program, has not complied with the condition of probation, or has engaged in criminal conduct. (Pen. Code, § 1203.097, subd. (a)(12).)
- Providing information obtained from the investigation of the defendant's history to the batterer's treatment program-upon request. (Pen. Code, § 1203.097, subd. (b)(1).)
- Investigating the defendant's history to determine the appropriate batterer treatment program, determining which community program would benefit the defendant, and reporting such findings to the court. (Pen. Code, § 1203.097, subd. (b)(1).)
- Assessing the defendant after the court orders the defendant to a batterer's program. The following factors are to be assessed: social, economic and family background; education; vocational achievements; criminal history; medical history; substance abuse history; consultation with the probation officer; and

¹⁴ *Supra*, 167 Cal.App.3d at 663.

verbal consultation with the victim, if the victim desires to participate. (Pen. Code, § 1203.097, subd. (b)(3).)

- Determining the amount, means, and manner of restitution to the victim or battered women's shelter.¹⁵

Issue 2: Which test claim provisions are reimbursable because they fall outside the exclusion for changing the penalty for a crime under Government Code section 17556, subdivision (g)?

The Commission further determined that the following activities are *not* directly related to the enforcement of the test claim statute because they do not directly penalize the defendant for the crime. The Commission found that these activities fall outside the reimbursement exclusion of Government Code section 17556, subdivision (g):

- Administration and regulation of the batterer's treatment programs. (Pen. Code, § 1203.097, subds. (c)(1), (c)(2), and (c)(5).)
- Providing services for victims of domestic violence. (Pen. Code, § 1203.097, subd. (b)(4).)
- Assessing the *future* probability of the defendant committing murder. (Pen. Code, § 1203.097, subd. (b)(3)(1).)

Therefore, the Commission continued its inquiry to determine whether the provisions listed above constitute a state mandated program under article XIII B, section 6. In order for a statute that is the subject of a test claim to impose a state mandated program, the statutory language must direct or obligate an activity or task upon local governmental entities. Further, the required activity or task must be new or it must create an increased or higher level of service. To determine if a required activity is new or creates an increased or higher level of service, a comparison must be undertaken between the test claim legislation and the legal requirements in effect immediately prior to the enactment of the test claim legislation?

Administration and Regulation of the Batterer's Treatment Programs. Under the test claim legislation, county probation departments continue to administer the batterer's treatment program for probationers as they did under the domestic violence diversion program. The specific requirements governing the administration and

¹⁵ The County of Los Angeles contends that the test claim legislation requires additional duties imposed on probation departments to inquire, determine, recommend and report the amount, means, and manner of restitution payments due the domestic violence victim and/or battered women's shelter, Penal Code sections 273.5, subdivision (h), and 1203.097, subdivision (a)(1), provide that the court may order, as a condition of probation, the payment of restitution to the victim and/or a battered women's shelter based on the defendant's ability to pay.

¹⁵ However the Commission found that neither section 273.5 nor 1203.097 require probation department; to perform any activities with regard to restitution.

¹⁶ *County of Los Angeles v. State of California* (1987) 43 Cal.3d 46, 56; *Camel Valley Fire Protection Dist. v. State of California* (1987) 190 Cal.App.3d 521, 537; *Lucia Mar Unified School Dist. v. Honig* (1988) 44 Cal.3d 830, 835.

regulation of the batterer's treatment program under the diversion program (Chapter 221, Statutes of 1993) have now been incorporated and recodified into the probation provisions of Penal Code section 1203.097, subdivision (c).¹⁷

Penal Code section 1203.097, subdivision (c)(5), provides that county probation departments have the sole authority to approve the issuance, denial, suspension, or revocation of batterer's treatment programs for domestic violence probationers. County probation departments carry out a basic governmental function by performing these activities, thus providing a service to the public. Such activities are not imposed on state residents generally. Therefore, the Commission found that the statute directs or obligates an activity or task upon local governmental entities.

Moreover, the law in effect immediately prior to the enactment of the test claim legislation (Chapter 221, Statutes of 1993) did not require county probation departments to administer and regulate an approval process for batterer's treatment programs.

Therefore, the Commission found that the administration and regulation of batterer's treatment programs under the test claim legislation constitutes a new program or higher level of service.

Victim Services. Penal Code section 1203.097, subdivision (b)(4), requires the county probation department to attempt to contact the victim in order to: (1) notify the victim regarding the requirements for the defendant's participation in the batterer's program; (2) notify the victim of available victim resources; and, (3) inform the victim that participation in the batterer's treatment program is no guarantee that the perpetrator will stop the violence.

Prior to the enactment of the test claim legislation, county probation departments were not required to contact the victim regarding the defendant's attendance in the batterer's treatment program and the information described above. Therefore, the Commission

¹⁷ The specific requirements of Penal Code section 1203.097, subdivision (c), are:

- To refer defendants only to batterer's programs that follow specified standards. (Pen. Code, § 1203.097, subd. (c)(1).)
- To design and implement an approval and renewal process for batterer's programs with the input from criminal justice agencies and domestic violence victim advocacy programs. (Pen. Code, § 1203.097, subd. (c)(1).)
- To regulate or monitor batterer's programs by providing for the issuance of a provisional approval if the program is in substantial compliance with applicable laws and regulations. If the program is not in substantial compliance with standards set by the department, the probation department shall provide written notice. Thereafter, the probation department is required to review and approve all plans of correction filed by the program. (Pen. Code, § 1203.097, subd. (c)(2).)
- To approve and renew approval of a program by reviewing a written application and demonstration by the program that it possesses adequate administrative and operational capacity to operate a batterer's treatment program. (Pen. Code, § 1203.097, subd. (c)(5).)
- To conduct on-site reviews of the program, including monitoring of a session to determine that the program adheres to applicable statutes and regulations. (Pen. Code, § 1203.097, subd. (c)(5).)

found that the activity of contacting the victim constitutes a new program or higher level of service.

Assessing the Probability of the Defendant Committing a Future Murder. Penal Code section 1203.097, subdivision (b)(3), requires county probation departments to conduct an initial assessment of the defendant after the court orders the defendant to a batterer's program. Subparagraph (I) specifically requires the assessment of the future probability of the defendant committing murder.¹⁸

Prior to the enactment of the test claim legislation, county probation departments were not required to assess the future probability of the defendant committing murder after the court ordered the defendant to a batterer's program. Therefore, the Commission found that this activity constitutes a new program or higher level of service.

CONCLUSION TO ISSUE 2:

The Commission concluded that the following test claim provisions are state mandated and reimbursable because they fall outside of Government Code, section 17556, subdivision (g):

- Administration and regulation of the batterer's treatment programs (Pen. Code, § 1203.097, subds. (c)(1), (c)(2), and (c)(5)),¹⁹ offset by the claimant's fee authority under Penal Code section 1203.097, subdivision (c)(5)(B).²⁰
- Providing services for victims of domestic violence. (Pen. Code, § 1203.097, subd. (b)(4) .)
- Assessing the future probability of the defendant committing murder. (Pen. Code, § 1203.097, subd. (b)(3)(1).)

¹⁸ With the exception of assessing the future probability of the defendant committing murder, staff notes that Penal Code section 1203.097, subdivision (b)(3), is identical to former Penal Code section 1000.95 (Chapter 221, Statutes of 1993.)

¹⁹ See *supra*, note 23.

²⁰ Penal Code section 1203.097, subdivision (c)(5)(B), provides fee authority to cover the costs of the administration and regulation of non-governmental batterer treatment programs. This provision provides the following:

"The probation department shall fix a fee for approval not to exceed two hundred fifty dollars (\$250) and for approval renewal not to exceed two hundred fifty dollars (\$250) every year in an amount sufficient to cover its cost in administering the approval process under this section. No fee shall be charged for the approval of local governmental entities."

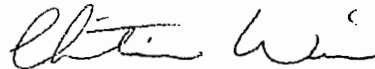
DECLARATION OF SERVICE BY MAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment and business address is 1300 I Street, Suite 950, Sacramento, California 95814.

On April 30, 1998, I served the attached Adopted Statement of Decision for "*Domestic Violence Treatment Services – Authorization and Case Management*," of the Commission on State Mandates by placing a true copy thereof in an envelope addressed to each of the persons listed on the attached mailing list, and by sealing and depositing said envelope in the United States mail at Sacramento, California, with postage thereon fully prepaid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on April 30, 1998, at Sacramento, California.



CHRISTINE WEIN

DECLARATION OF SERVICE

Case Name: Domestic Violence Treatment Services - Authorization and Case Management

Case No. : CSM- 96-28 1-01

I declare:

I am employed in the County of Sacramento, California. I am 18 years of age or older and not a party to the within entitled cause; my business address is 1300 I Street, Suite 950 Sacramento, California 95814.

On May 8, 1998, I placed the attached

STATEMENT OF DECISION PURSUANT TO GOVERNMENT CODE SECTION 17500 ET SEQ.; TITLE 2, CALIFORNIA CODE OF REGULATIONS, DIVISION 2, CHAPTER 2.5, ARTICLE 7.

by placing a true copy of it enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail at Sacramento, California, to the attached mailing list:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration was executed on May 8, 1998 at Sacramento, California.



TAMMIE J. BEASLEY
Commission on State Mandates
1300 I Street, Suite 950
Sacramento, CA 95814
(916) 323-3562

EXHIBIT C

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

IN RE TEST CLAIM ON:

Penal Code Sections 1000.93, 1000.94 and 1000.95; Penal Code Sections 273.5, Subdivisions (e), (f), (g), (h), and (i); and Penal Code Section 1203.097;
As Repealed, Added or Amended by Statutes of 1992, Chapters 183 and 184; Statutes of 1994, Chapter 28X; and Statutes of 1995, Chapter 641;

And filed on November 13, 1996;

By County of Los Angeles, Claimant.

NO. CSM-9628101

*Domestic Violence Treatment Services -
Authorization and Case Management*

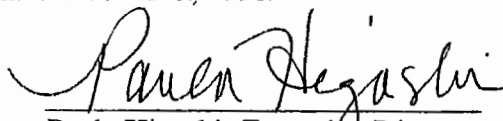
ADOPTION OF PARAMETERS AND
GUIDELINES PURSUANT TO
GOVERNMENT CODE SECTION 17557
AND TITLE 2, CALIFORNIA CODE OF
REGULATIONS, SECTIONS 1183.12.

(Adopted on November 30, 1998)

ADOPTED PARAMETERS & GUIDELINES

The attached Parameters & Guidelines of the Commission on State Mandates is hereby adopted in the above-entitled matter.

This Decision shall become effective on December 8, 1998.


Paula Higashi, Executive Director

Parameters and Guidelines

Penal Code Sections 1000.93, 1000.94 and 1000.95

Penal Code Sections 273 .5, subdivisions (e), (f), (g), (h) and (i)

Penal Code Section 1203.097

As Repealed, Added or Amended by Chapters 183/92, 184/92, 28X/94, 641195

Domestic Violence Treatment Services — Authorization and Case Management

I. Summary and Source of the Mandate

The test claim legislation provides that if an accused is convicted of a domestic violence crime and granted probation as part of sentencing, the defendant is required to successfully complete a batterer's treatment program as a condition of probation.

The Commission determined that probation *is a penalty* for conviction of a crime. The successful completion of probation is required before the unconditional release of the defendant. If the defendant fails to successfully complete a batterer's treatment program, the test claim legislation subjects the defendant to further sentencing and incarceration.

Since the legislature changed the penalty for domestic violence crimes by changing the requirements for probation, the Commission determined that the "crimes and infractions" disclaimer in Government Code section 17556, subdivision (g), applies to this claim. Based on the plain and ordinary meaning of the words used by the Legislature, the Commission concluded that subdivision (g) applies to those activities required by the test claim legislation that are directly related to the enforcement of the statute which changed the penalty for a crime.

The Commission concluded that the activities listed below are *not* directly related to the enforcement of the test claim statute under Government Code section 17556, subdivision (g), and, therefore, are reimbursable:

- Administration and regulation of batterers' treatment programs (Pen. Code, § 1203.097, subs. (c)(1), (c)(2), and (c)(5)) offset by the claimant's fee authority under Penal Code section 1203.097, subdivision (c)(5)(B).
- Providing services for victims of domestic violence. (Pen. Code, § 1203.097, subd. (b)(4) .)
- Assessing the future probability of the defendant committing murder. (Pen. Code, § 1203.097, subd. (b)(3)(1).)

II. Eligible Claimants

Eligible claimants include counties, and city and county.

III. Period of Reimbursement

Section 17557 of the Government Code states that a test claim must be submitted on or before December 31 following a given fiscal year to establish eligibility for reimbursement for that fiscal year. The test claim was filed by the County of Los Angeles on October 4, 1996.

Statutes of 1995, Chapter 641, became effective and operative on January 1, 1996. Therefore, costs incurred on or after January 1, 1996, are eligible for reimbursement.

Actual costs for one fiscal year shall be included in each claim. Estimated costs for the subsequent year may be included on the same claim, if applicable.

Pursuant to Government Code section 1756 1, subdivision (d)(1), all claims for reimbursement of initial years' costs shall be submitted within 120 days of issuance of the claiming instructions by the State Controller.

If total costs for a given year do not exceed \$200, no reimbursement shall be allowed, except as otherwise allowed by Government Code section 17564.

IV. Reimbursable Activities

For each eligible claimant, all direct and indirect costs of labor, supplies, services, travel and training, for the following activities are eligible for reimbursement:

- A. Administration and regulation of batterers' treatment programs (Pen. Code, §§ 1203.097, subds. (c)(1), (c)(2) and (c)(5)) offset by the claimant's fee authority under Penal Code section 1203.097, subdivision (c)(5)(B).
 1. Development of an approval and annual renewal process for batterers' programs, not previously claimed under former Penal Code sections 1000.93 and 1000.95. (One-time activity .)
 - a. Meeting and conferring with and soliciting input from criminal justice agencies and domestic violence victim advocacy programs.
 - b. Staff training regarding the administration and regulation of batterers' treatment programs. (One-time for each employee performing the mandated activity.)
 2. Processing of initial and annual renewal approvals for vendors, including:
 - a. Application review.
 - b. On-site evaluations.
 - c. Notification of application approval, denial, suspension or revocation.
- B. Victim Notification. (Pen. Code, § 1203.097, subd (b)(4).)
 1. The probation department shall attempt to:
 - a. Notify victims regarding the requirement for the defendant's participation in a batterer's program.
 - b. Notify victims regarding available victim resources.
 - c. Inform victims that attendance in any program does not guarantee that an abuser will not be violent.
 2. Staff training on the following activities:
 - a. Notify victims regarding the requirement for the defendant's participation in a batterer's program, and inform victims that attendance in any program does not guarantee that an abuser will not be violent. (One-time for each employee performing the mandated activities .)

b. Notify victims regarding available victim resources. (Once-a-year training for each employee performing the mandated activity .)

C. Assessing the future probability of the defendant committing murder. (Pen. Code, § 1203.097, subd. (b)(3)(1).)

1. Evaluation and selection of a homicidal risk assessment instrument.
2. Purchasing or developing a homicidal risk assessment instrument.
3. Training staff on the use of the homicidal risk assessment instrument.
4. Evaluation of the defendant using the homicidal risk assessment instrument, interviews and investigation, to assess the future probability of the defendant committing murder.

In the event a local agency obtains a new homicidal risk assessment instrument, documentation substantiating the improved value of the new instrument is required to be provided with the claim.

v. **Claim Preparation**

Claims for reimbursement must be timely filed and identify each cost element for which reimbursement is claimed under this mandate. Claimed costs must be identified to each reimbursable activity identified in Section IV of this document.

SUPPORTING DOCUMENTATION

Claimed costs shall be supported by the following cost element information:

A. Direct Costs

Direct Costs are defined as costs that can be traced to specific goods, services, units, programs, activities or functions .

Claimed costs shall be supported by the following cost element information:

1. Salaries and Benefits

Identify the employee(s), and/or show the classification of the employee(s) involved. Describe the reimbursable activities performed and specify the actual **time** devoted to each reimbursable activity by each employee, productive hourly rate and related fringe benefits.

Reimbursement for personal services includes compensation paid for salaries, wages and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g., annual leave, sick leave) and the employer's contribution of social security, pension plans, insurance and worker's compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities which the employee performs.

2. Materials and Supplies

Only expenditures that can be identified as direct costs of this mandate may be claimed. List the cost of the materials and supplies consumed specifically for the purposes of this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

3. Contract Services

Provide the name(s) of the contractor(s) who performed the services, including any fixed contracts for services. Describe the reimbursable activity(ies) performed by each named contractor and give the number of actual hours spent on the activities, if applicable. Show the inclusive dates when services were performed and itemize all costs for those services.

4. Fixed Assets

List the costs of the fixed assets that have been acquired specifically for the purpose of this mandate. If the fixed asset is utilized in some way not directly related to the mandated program, only the pro-rata portion of the asset which is used for the purposes of the mandated program is eligible for reimbursement.

5. Travel

Travel expenses for mileage, per diem, lodging and other employee entitlements are eligible for reimbursement in accordance with the rules of the local jurisdiction. Provide the name(s) of the traveler(s), purpose of travel, inclusive dates and times of travel, destination points and travel costs.

6. Training

The cost of training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the date(s) attended and the location. Reimbursable costs may include salaries and benefits, registration fees, transportation, lodging and per diem.

B. Indirect Costs

Indirect costs are defined as costs which are incurred for a **common** or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program without efforts disproportionate to the result achieved. Indirect costs may include both (1) overhead costs of the unit performing the mandate; and (2) the costs of central government services distributed to other departments based on a systematic and rational basis through a cost allocation plan.

Compensation for indirect costs is eligible for reimbursement utilizing the procedure provided in the OMB A-87. Claimants have the option of using 10% of direct labor, excluding fringe benefits, or preparing an Indirect Cost Rate Proposal (ICRP) for the department if the indirect cost rate claimed exceeds 10%. If more than one department is claiming indirect costs for the mandated program, each department must have its own ICRP prepared in accordance with OMB A-87. An ICRP must be submitted with the **claim** when the indirect cost rate exceeds 10%.

VI. Supporting Data

For audit purposes, all costs claimed shall be traceable to source documents (e.g., employee time records, invoices, receipts, purchase orders, contracts, worksheets, calendars, declarations, etc.) that show evidence of the validity of such costs and their relationship to the state mandated program. All documentation in support of the claimed costs shall be made available to the State Controller's Office, as may be requested, and all reimbursement claims

are subject to audit during the period specified in Government Code section 17558.5, subdivision (a).

VII. Data for Development of a Statewide Cost Estimate

The State Controller's Office is directed to include in the claiming instructions a request that claimants send an additional copy of the test claim specific form for the initial years' reimbursement claim by mail or facsimile to the Commission on State Mandates, 1300 I Street, Suite 950, Sacramento, California 958 14, Facsimile number: (9 16) 445-0278. Although providing this information to the Commission on State Mandates is not a condition of reimbursement, claimants are encouraged to provide this information to enable the Commission to develop a statewide cost estimate. which will be the basis for the Legislature's appropriation for this program.

VIII. Offsetting Savings and Other Reimbursement

Any offsetting savings the claimant experiences as a direct result of the subject mandate must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, including but not limited to, service fees collected under Penal Code section 1203.097, subdivision (c)(5)(B), federal funds and other state funds shall be identified and deducted from this claim.

IX. State Controller's Office Required Certification

An authorized representative of the claimant shall be required to provide a certification of the claim, as specified in the State Controller's claiming instructions, for those costs mandated by the State contained herein.

DECLARATION OF SERVICE BY MAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment and business address is 1300 I Street, Suite 950, Sacramento, California 95814.

On December 8, 1998, I served the attached:

Adopted Parameters and Guidelines for CSM-9628101 Domestic Violence Treatment Services - Authorization and Case Management.

for the Commission on State Mandates by placing a true copy thereof in an envelope addressed to each of the persons listed on the attached mailing list, and by sealing and depositing said envelope in the United States mail at Sacramento, California, with postage thereon fully prepaid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on December 8, 1998 at Sacramento, California.


Caroline Baltazar

EXHIBIT D

DOMESTIC VIOLENCE TREATMENT SERVICES AUTHORIZATION AND CASE MANAGEMENT

1. Summary of Chapters 183/92, 184/92, 28/94, and 641/95

Penal Code Sections 1000.93, 1000.94, and 1000.95

Penal Code Sections 273.5, Subdivisions (e), (f), (g), (h), and (i)

Penal Code Section 1203.097

As repealed, added, or amended by Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, Chapter 641, Statutes of 1995

Legislation provides that if an accused is convicted of a domestic violence crime and granted probation as part of sentencing, the defendant is required to successfully complete a batterer's treatment program as a condition of probation.

The Commission on State Mandates determined that probation is a penalty for conviction of a crime. The successful completion of probation is required before the unconditional release of the defendant. If the defendant fails to successfully complete a batterer's treatment program, the test claim legislation subjects the defendant to further sentencing and incarceration.

Since the Legislature changed the penalty for domestic violence crimes by changing the requirements for probation, the Commission determined that the "crimes and infractions" disclaimer in Government Code Section 17556, Subdivision (g), applies to this claim. The Commission also concluded that Subdivision (g) applies to those activities required by the test claim legislation that are directly related to the enforcement of the statute that changed the penalty for a crime.

On November 30, 1998, the Commission on State Mandates determined that the activities listed below are not directly related to the enforcement of the test claim statute under Government Code Section 17556, Subdivision (g) and, therefore, are reimbursable.

- A. Administration and regulation of batterer's treatment programs (Pen. Code § 1203.097, Subds. (c)(1), (c)(2), and (c)(5)), offset by the claimant's fee authority under Penal Code Section 1203.097, Subdivision (c)(5)(B).
- B. Providing services for victims of domestic violence (Pen. Code § 1203.097, Subd. (b)(4).
- C. Assessing the future probability of the defendant committing murder (Pen. Code § 1203.097, Subd. (b)(3)(I)).

2. Eligible Claimants

Any city, county, or city and county incurring increased costs as a direct result of this mandate is eligible to claim reimbursement of these costs.

3. Appropriations

These claiming instructions are issued following the adoption of the program's parameters and guidelines by the Commission on State Mandates. Funding for payment of initial claims covering the period January 1, 1996, through June 30, 1996, and fiscal years 1996-97, 1997-98, and 1998-99 will be made available in a future appropriation act subject to approval of the Legislature and the Governor.

To determine if funding is available for the current fiscal year, refer to the schedule "Appropriations for State Mandated Cost Programs" in the *Annual Claiming Instructions* for

State Mandated Costs issued in October of each year to city fiscal officers and county auditors.

4. Types of Claims**A. Reimbursement and Estimated Claims**

A claimant may file a reimbursement and/or an estimated claim. A reimbursement claim details the costs actually incurred for a prior fiscal year. An estimated claim shows the costs to be incurred for the current fiscal year.

B. Minimum Claim

Section 17564(a) of the Government Code provides that no claim shall be filed pursuant to Section 17561 unless such a claim exceeds \$200 per program per fiscal year.

5. Filing Deadline**A. Initial Claims**

Pursuant to Government Code Section 17561, Subdivision (d)(3), initial claims must be filed within 120 days from the issuance date of claiming instructions. Accordingly:

- (1) Reimbursement claims detailing the actual costs incurred for the period January 1, 1996, through June 30, 1996, and 1996-97 and 1997-98 fiscal years must be filed with the State Controller's Office and postmarked by June 25, 1999. If the reimbursement claim is filed after the deadline of June 16, 1999, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.
- (2) Estimated claims for costs to be incurred during the 1998-99 fiscal year must be filed with the State Controller's Office and postmarked by June 25, 1999. Timely filed estimated claims are paid before late claims. If a payment is received for the estimated claim, a 1998-99 reimbursement claim must be filed by January 15, 2000.

B. Annually Thereafter

Refer to the item "Reimbursable State Mandated Cost Programs," contained in the cover letter for mandated cost programs issued annually in October, that identifies the fiscal years for which claims may be filed. If an "x" is shown for the program listed under "19__/19__ Reimbursement Claim," and/or "19__/19__ Estimated Claim," claims may be filed as follows:

- (1) An estimated claim filed with the State Controller's Office must be postmarked by January 15 of the fiscal year in which the costs will be incurred. Timely filed estimated claims will be paid before late claims.

After having received payment for an estimated claim, the claimant must file a reimbursement claim by January 15 of the following fiscal year. If the local agency fails to file a reimbursement claim, monies received for the estimated claim must be returned to the State. If no estimated claim was filed, the agency may file a reimbursement claim detailing the actual costs incurred for the fiscal year, provided there was an appropriation for the program for that fiscal year. For information regarding appropriations for reimbursement claims refer to the "Appropriation for State Mandated Cost Programs" in the previous fiscal year's annual claiming instructions.

- (2) A reimbursement claim detailing the actual costs must be filed with the State Controller's Office and postmarked by January 15 following the fiscal year in

which the cost will be incurred. If the claim is filed after the deadline, but by January 15 of the succeeding fiscal year, the approved claim must be reduced by a late penalty of 10%, not to exceed \$1,000. Claims filed more than one year after the deadline will not be accepted.

6. Reimbursable Activities

For each eligible claimant, all direct and indirect costs of labor, supplies, services, training, and travel for the following activities only are eligible for reimbursement:

- A. Administration and regulation of batterers' treatment programs (Pen. Code § 1203.097, Subds. (c)(1), (c)(2), and (c)(5)) offset by the claimant's fee authority under Penal Code Section 1203.097, Subdivision (c)(5)(B).
 - 1. Development of an approval and annual renewal process for batterers' programs not previously claimed under former Penal Code Sections 1000.93 and 1000.95 (one-time activity).
 - a. Meeting and conferring with and soliciting input from criminal justice agencies and domestic violence victim advocacy programs.
 - b. Staff training regarding the administration and regulation of batterers' treatment programs (once for each employee performing the mandated activity).
 - 2. Processing of initial and annual renewal approvals for vendors, including:
 - a. application review;
 - b. on-site evaluations; and
 - c. notification of application approval, denial, suspensions, or revocation.
- B. Victim Notification (Pen. Code § 1203.097, Subd. (b)(4)).
 - 1. The probation department shall attempt to:
 - a. Notify victims regarding the requirement for the defendant's participation in a batterer's program.
 - b. Notify victims regarding available victim resources.
 - c. Inform victims that attendance in any program does not guarantee that an abuser will not be violent.
 - 2. Staff training on the following activities:
 - a. Notify victims regarding the requirement for the defendant's participation in a batterer's program and inform victims that attendance does not guarantee that an abuser will not be violent (once for each employee performing the mandated activities).
 - b. Notify victims regarding available victims resources (once-a-year training for each employee performing the mandated activity).
- C. Assessing the future probability of the defendant committing murder (Pen. Code § 1203.097, Subd. (b)(3)(I)).
 - 1. Evaluation and selection of a homicidal risk assessment instrument.
 - 2. Purchasing or developing a homicidal risk assessment instrument.

3. Training staff on the use of the homicidal risk assessment instrument.
4. Evaluation of the defendant using the homicidal risk assessment instrument, interviews, and investigation to assess the future probability of the defendant committing murder.

In the event a local agency obtains a new homicidal risk instrument, documentation substantiating the improved value of the new instrument is required to be provided with the claim.

7. Reimbursement Limitations

Any offsetting savings or reimbursement the claimant received from any source including, but not limited to, service fees collected, federal funds, and other state funds as a direct result of this mandate shall be identified and deducted so only the net local cost is claimed.

8. Claiming Forms and Instructions

The diagram "Illustration of Claim Forms" provides a graphical presentation of forms required to be filed with a claim. A claimant may submit a computer-generated report in substitution for forms DVTS-1 and DVTS-2 provided the format of the report and data fields contained within the report are identical to the claim forms included in these instructions. The claim forms provided with these instructions should be duplicated and used by the claimant to file estimated or reimbursement claims. The State Controller's Office will revise the manual and claim forms as necessary. In such instances, new replacement forms will be mailed to claimants.

A. Form DVTS-2, Component/Activity Cost Detail

This form is used to segregate the detailed costs by claim component. A separate form DVTS-2 must be completed for each cost component being claimed. Costs reported on this form must be supported as follows:

(1) Salaries and Benefits

Identify the employee(s) and/or show the classification of the employee(s) involved. Describe the mandated functions performed by each employee and specify the actual time spent, the productive hourly rate, and related fringe benefits.

Reimbursement of personnel services includes compensation paid for salaries, wages, and employee fringe benefits. Employee fringe benefits include regular compensation paid to an employee during periods of authorized absences (e.g., annual leave, sick leave) and the employer's contribution of social security, pension plans, insurance, and worker's compensation insurance. Fringe benefits are eligible for reimbursement when distributed equitably to all job activities which the employee performs.

Source documents required to be maintained by the claimant may include, but are not limited to, employee time records that show the employee's actual time spent on this mandate.

(2) Supplies

Only expenditures that can be identified as a direct cost of this mandate may be claimed. List the cost of materials consumed or expended specifically for the purpose of this mandate. The cost of materials and supplies that are not used exclusively for the mandate is limited to the pro rata portion used to comply with

this mandate. Purchases shall be claimed at the actual price after deducting cash discounts, rebates, and allowances received by the claimant. Supplies that are withdrawn from inventory shall be charged based on a recognized method of costing, consistently applied.

Source documents required to be maintained by the claimant may include, but are not limited to, invoices, receipts, purchase orders, and other documents providing evidence of the validity of the expenditures.

(3) Contract Services

Give the name(s) of the contractor(s) who performed the services. Describe the activities performed by each named contractor, actual time spent on this mandate, inclusive dates when services were performed, and itemize all costs for services performed. Attach consultant invoices with the claim.

Source documents required to be maintained by the claimant may include, but are not limited to, contracts, invoices, and other documents providing evidence of the validity of the expenditures.

(4) Equipment

Compensation for fixed asset costs are reimbursable utilizing the procedure provided in the Office and Management Budget Circular A-87 (OMB A-87). Example: Compensation for the use of equipment. The claimant may be compensated for the equipment use through a use allowance or depreciation. A use allowance may be computed at an annual rate not to exceed 6 2/3% of acquisition cost. This is reported and claimed through the agency's service-wide cost allocation plan under the cost element "Use Allowance." Where a depreciation method is followed, adequate property records must be maintained and any generally accepted method of computing depreciation may be used. However, the method of computing depreciation must be consistently applied for any specific class of assets for all affected programs.

List the cost of equipment acquired specifically for the purpose of this mandate. If the equipment is acquired for the subject state mandate, but is utilized in some way not directly related to the program, only the pro-rated portion of the equipment that is used for purposes of the program is reimbursable.

Source documents required to be maintained by the claimant may include, but are not limited to, invoices, receipts, purchase orders, and other documents providing evidence of the validity of the purchases.

(5) Travel

Travel expenses for mileage, per diem, lodging, and other employee entitlements are reimbursable in accordance with the rules of the local jurisdiction. Give the name(s) of the traveler(s), purpose of travel, inclusive travel dates, destination points, and costs.

Source documents required to be maintained by the claimant may include, but are not limited to, receipts, employee travel expense claims, and other documents providing evidence of the validity of the expenditures.

(6) Training

Only the cost of a reasonable number of employees attending the training is reimbursable. Give the class title, dates, location, and name(s) of the employee(s)

attending training associated with the mandate. Reimbursable costs include salaries and benefits for time spent, the registration fee, transportation, lodging, and per diem. Reimbursement for travel expenses, lodging, and per diem shall not exceed those rates which are applicable to state employees. Refer to the Appendix "State of California Travel Expense Guidelines."

Source documents may include, but are not limited to, employee travel expense claims, receipts, and other documents providing evidence of the training expenses.

For audit purposes, all supporting documents must be retained for a period of two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. When no funds were appropriated for the initial claim at the time the claim was filed, supporting documents must be retained for two years from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

B. Form DVTS-1, Claim Summary

This form is used to summarize direct costs by cost component and compute allowable indirect costs for the mandate. Direct costs summarized on this form are derived from form DVTS-2 and carried forward to form FAM-27.

Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits. If an indirect cost rate greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim. If more than one department is involved in the mandated program, each department must have its own ICRP.

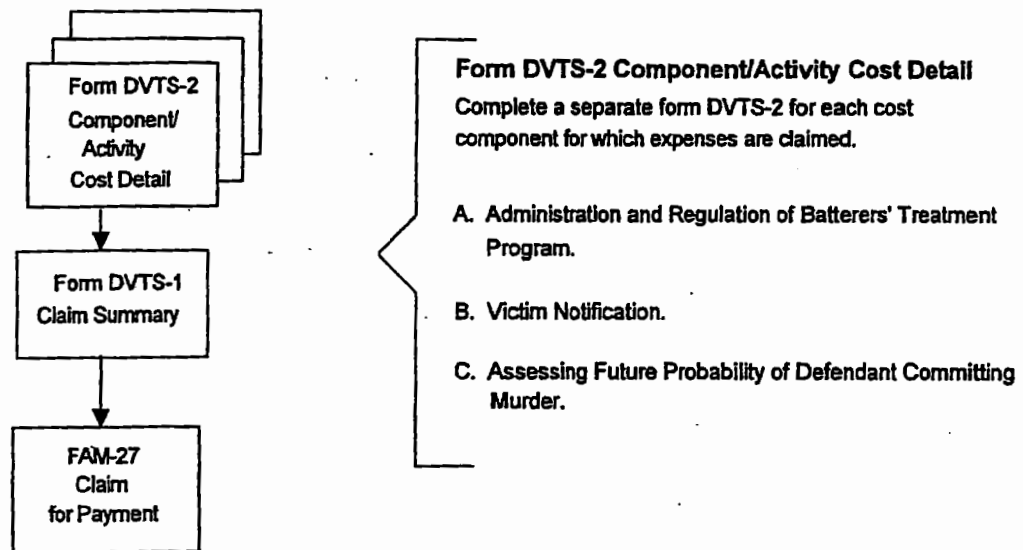
C. Form FAM-27, Claim for Payment

This form contains a certification that must be signed by an authorized representative of the local agency. All applicable information from form DVTS-1 must be carried forward to this form for the State Controller's Office to process the claim for payment.

D. Cost Accounting Statistics

The Commission on State Mandates requests that claimants send a copy of form DVTS-1 for each of the initial year's reimbursement claims by mail to the Commission on State Mandates, 1300 I Street, Suite 950, Sacramento, CA 95814, or by facsimile, (916) 445-0278. Although providing this information is not a condition of payment, claimants are encouraged to provide this information to enable the Commission to develop a statewide cost estimate and recommend an appropriation to the Legislature.

Illustration of Claim Forms



State Controller's Office

Mandated Cost Manual

CLAIM FOR PAYMENT
Pursuant to Government Code Section 17561
DOMESTIC VIOLENCE TREATMENT SERVICES
AUTHORIZATION AND CASE MANAGEMENT

For State Controller Use Only

Program

(19) Program Number 00177

(20) Date Filed ____/____/____

(21) LRS Input ____/____/____

177**Reimbursement Claim Data**

(01) Claimant Identification Number

(02) Claimant Name

County of Location

Street Address or P.O. Box

Suite

State

Zip Code

City

(22) DVTS-1, (03)(a)

(23) DVTS-1, (03)(b)

(24) DVTS-1, (04)(1)(f)

(25) DVTS-1, (04)(2)(f)

(26) DVTS-1, (04)(3)(f)

(27) DVTS-1, (06)

(28)

(29)

Type of Claim

Estimated Claim

(03) Estimated ☐(04) Combined ☐(05) Amended ☐

Reimbursement Claim

(09) Reimbursement ☐(10) Combined ☐(11) Amended ☐

Fiscal Year of Cost

(06) 20__/20__

(12) 20__/20__

Total Claimed Amount

(07)

(13)

(31)

Less: 10% Late Penalty, not to exceed \$1,000

(14)

(32)

Less: Prior Claim Payment Received

(15)

(33)

Net Claimed Amount

(16)

(34)

Due to Claimant

(08)

(17)

(35)

Due to State

(18)

(36)

(37) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code § 17561, I certify that I am the officer authorized by the local agency to file claims with the State of California for costs mandated by Chapter 183, Statutes of 1992, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 183, Statutes of 1992.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 183, Statutes of 1992, set forth on the attached statements.

Signature of Authorized Officer

Date

Type or Print Name

(38) Name of Contact Person for Claim

Telephone Number () -

Ext.

E-Mail Address

Chapter 183/9

Form FAM-27 (Revised 9/01)

Program 177	DOMESTIC VIOLENCE TREATMENT SERVICES AUTHORIZATION AND CASE MANAGEMENT Certification Claim Form Instructions	FORM FAM-27
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- (01) Leave blank.
- (02) A set of mailing labels with the claimant's I.D. number and address was enclosed with the letter regarding the claiming instructions. The mailing labels are designed to speed processing and prevent common errors that delay payment. Affix a label in the space shown on form FAM-27. Cross out any errors and print the correct information on the label. Add any missing address items, except county of location and a person's name. If you did not receive labels, print or type your agency's mailing address.
- (03) If filing an original estimated claim, enter an "X" in the box on line (03) Estimated.
- (04) If filing an original estimated claim on behalf of districts within the county, enter an "X" in the box on line (04) Combined.
- (05) If filing an amended or combined claim, enter an "X" in the box on line (05) Amended. Leave boxes (03) and (04) blank.
- (06) Enter the fiscal year in which costs are to be incurred.
- (07) Enter the amount of estimated claim. If the estimate exceeds the previous year's actual costs by more than 10%, complete form DVTS-1 and enter the amount from line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (08) Enter the same amount as shown on line (07).
- (09) If filing an original reimbursement claim, enter an "X" in the box on line (09) Reimbursement.
- (10) If filing an original reimbursement claim on behalf of districts within the county, enter an "X" in the box on line (10) Combined.
- (11) If filing an amended or a combined claim on behalf of districts within the county, enter an "X" in the box on line (11) Amended.
- (12) Enter the fiscal year for which actual costs are being claimed. If actual costs for more than one fiscal year are being claimed, complete a separate form FAM-27 for each fiscal year.
- (13) Enter the amount of reimbursement claim from form DVTS-1, line (11). If more than one form is completed due to multiple department involvement in this mandate, add line (11) of each form.
- (14) Reimbursement claims must be filed by January 15 of the following fiscal year in which costs are incurred or the claims shall be reduced by a late penalty. Enter either the product of multiplying line (13) by the factor 0.10 (10% penalty) or \$1,000, whichever is less.
- (15) If filing a reimbursement claim and a claim was previously filed for the same fiscal year, enter the amount received for the claim. Otherwise, enter a zero.
- (16) Enter the result of subtracting line (14) and line (15) from line (13).
- (17) If line (16) Net Claimed Amount is positive, enter that amount on line (17) Due from State.
- (18) If line (16) Net Claimed Amount is negative, enter that amount in line (18) Due to State.
- (19) to (21) Leave blank.
- (22) to (36) Reimbursement Claim Data. Bring forward the cost information as specified on the left-hand column of lines (22) through (26) for the reimbursement claim, e.g., DVTS-1, (03)(a), means the information is located on form DVTS-1, block (03), line (a). Enter the information on the same line but in the right-hand column. Cost information should be rounded to the nearest dollar, i.e., no cents. Indirect costs percentage should be shown as a whole number and without the percent symbol, i.e., 35.19% should be shown as 35. Completion of this data block will expedite the payment process.
- (37) Read the statement "Certification of Claim." If it is true, the claim must be dated, signed by the agency's authorized officer, and must include the person's name and title, typed or printed. Claims cannot be paid unless accompanied by a signed certification.
- (38) Enter the name, telephone number, and e-mail address of the person to contact if additional information is required.

SUBMIT A SIGNED, ORIGINAL FORM FAM-27 WITH ALL OTHER FORMS AND SUPPORTING DOCUMENTS (NO COPIES NECESSARY) TO:

Address, if delivered by U.S. Postal Service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 P.O. Box 942850
 Sacramento, CA 94250

Address, if delivered by other delivery service:

OFFICE OF THE STATE CONTROLLER
 ATTN: Local Reimbursements Section
 Division of Accounting and Reporting
 3301 C Street, Suite 500
 Sacramento, CA 95816

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT CLAIM SUMMARY						FORM DVTS-1
(01) Claimant	(02) Type of Claim Reimbursement <input type="checkbox"/> Estimated <input type="checkbox"/>				Fiscal Year 19__/19__	
(03) (a) Number of vendor applications reviewed during the fiscal year of claim						
(b) Number of domestic violence cases for which the victim was notified pursuant to Penal Code Section 1203.097(b)(4) during the fiscal year of claim						
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Training and Travel	(e) Fixed Assets	(f) Total
1. Administration and Regulation of Batterers' Treatment Programs						
2. Victim Notification						
3. Assessing Future Probability of Defendant Committing Murder						
(05) Total Direct Costs						
Indirect Costs						
(06) Indirect Cost Rate	[From ICRP]					%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or [line (06) x {line (05)(a) + line (05)(b)}]					
(08) Total Direct and Indirect Costs	[Line (05)(f) + line (07)]					
Cost Reduction						
(09) Less: Offsetting Savings, if applicable						
(10) Less: Amount Received from Penal Code § 1203.097(c)(5)(B) and Other Applicable						
(11) Total Claimed Amount	[Line (08) - {Line (09) + Line (10)}]					

DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT CLAIM SUMMARY Instructions	FORM DVTS-1
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- (01) Enter the name of the claimant.
- (02) Type of Claim. Check a box, Reimbursement or Estimated, to identify the type of claim being filed. Enter the fiscal year for which costs were incurred or are to be incurred.
- Form DVTS-1 must be filed for a reimbursement claim. Do not complete form DVTS-1 if you are filing an estimated claim and the estimate does not exceed the previous fiscal year's actual costs by more than 10%. Simply enter the amount of the estimated claim on form FAM-27, line (07). However, if the estimated claim exceeds the previous fiscal year's actual costs by more than 10%, form DVTS-1 must be completed and a statement attached explaining the increased costs. Without this information the high estimated claim will automatically be reduced to 110% of the previous fiscal year's actual costs.
- (03) (a) Enter the number of vendor applications that were reviewed during the fiscal year of claim.
(b) Enter the number of domestic violence cases for which the victim was notified pursuant to Penal Code Section 1203.097(b)(4) during the fiscal year of claim.
- (04) Reimbursable Components. For each reimbursable component, enter the totals from form DVTS-2, line (05), columns (d) through (h) to form DVTS-1, block (04) columns (a) through (e) in the appropriate row. Total the rows.
- (05) Total Direct Costs. Total columns (a) through (f).
- (06) Indirect Cost Rate. Indirect costs may be computed as 10% of direct labor costs, excluding fringe benefits. If an indirect cost rate of greater than 10% is used, include the Indirect Cost Rate Proposal (ICRP) with the claim. If more than one department is reporting costs, each must have their own ICRP.
- (07) Total Indirect Costs. Multiply Total Salaries, line (05)(a), by the Indirect Cost Rate, line (06). If both salaries and benefits were used in the distribution base for the computation of the indirect cost rate, then multiply the sum of Total Salaries, line (05)(a), and Total Benefits, line (05)(b), by the Indirect Cost Rate, line (06).
- (08) Total Direct and Indirect Costs. Enter the sum of Total Direct Costs, line (05)(f), and Total Indirect Costs, line (07).
- (09) Less: Offsetting Savings, if applicable. Enter the total savings experienced by the claimant as a direct result of this mandate. Submit a detailed schedule of savings with the claim.
- (10) Less: Other Reimbursements, if applicable. Enter the amount of other reimbursements received from Penal Code Section 1203.097(c)(5)(B), including but not limited to, service fees collected, federal funds, and other state funds, which reimbursed any portion of the mandated cost program. Submit a schedule detailing the reimbursement sources and amounts.
- (11) Total Claimed Amount. Subtract the sum of Offsetting Savings, line (09), and Other Reimbursements, line (10), from Total Direct and Indirect Costs, line (08). Enter the remainder on this line and carry the amount forward to form FAM-27, line (13) for the Reimbursement Claim.

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL					FORM DVTS-2		
(01) Claimant			(02) Fiscal Year Costs Were Incurred				
(03) Reimbursable Components: Check only one box per form to identify the component being claimed.							
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Administration and Regulation of Batterers' Treatment Programs </div> <div style="width: 45%;"> <input type="checkbox"/> Assessing Future Probability of Defendant Committing Murder </div> </div> <div style="padding-top: 10px;"> <input type="checkbox"/> Victim Notification </div>							
(04) Description of Expenses: Complete columns (a) through (h).				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment
(05) Total <input type="text"/> Subtotal <input type="text"/> Page: _____ of _____							

DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT

COMPONENT/ACTIVITY COST DETAIL

Instructions

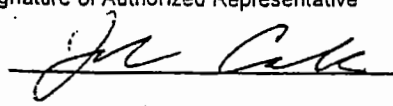
FORM
DVTS-2

- (01) Enter the name of the claimant.
- (02) Enter the fiscal year in which costs were incurred.
- (03) Reimbursable Components. Check the box which indicates the cost component being claimed. Check only one box per form. A separate form DVTS-2 shall be prepared for each component which applies.
- (04) Description of Expenses. The following table identifies the type of information required to support reimbursable costs. To detail costs for the component activity box "checked" in line (03), enter the employee's name, position title, a brief description of the activities performed, actual time spent by each employee, productive hourly rates, fringe benefits, supplies used, contract services, training and travel expenses. The descriptions required in column (4)(a) must be of sufficient detail to explain the cost of activities or items being claimed. For audit purposes, all supporting documents must be retained by the claimant for a period of not less than two years after the end of the calendar year in which the reimbursement claim was filed or last amended, whichever is later. When no funds are appropriated for the initial claim at the time the claim is filed, supporting documents must be retained for two years from the date of initial payment of the claim. Such documents shall be made available to the State Controller's Office on request.

Object/ Subobject Accounts	Columns							Submit these supporting documents with the claim	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)		(h)
Salaries	Employee Name	Hourly Rate	Hours Worked	Salaries = Hourly Rate x Hours					
Benefits	Title	Benefit Rate			Benefits = Benefit Rate x Salaries				
Services and Supplies	Description of Supplies Used	Unit Cost	Quantity Used			Cost = Unit Cost x Quantity Used			
Contracted Services	Name of Contractor Specific Tasks Performed	Hourly Rate	Hours Worked Inclusive Dates of Service			Itemized Cost of Services Performed		Invoices	
Travel and Training	Purpose of Trip Name and Title	Per Diem Rate Mileage Rate	Days Miles Transportation Mode			Rate x Days or Miles Total Transportation Cost			
Training	Employee Name & Title Name of Class		Dates Attended			Registration Fee			
Equipment	Description of Equipment Purchased Equipment ID	Unit Cost	Quantity Used				Itemized Cost of Equipment	Invoice	

- (05) Total line (04), columns (d), (e), (f), (g), and (h) and enter the sum on this line. Check the appropriate box to indicate if the amount is a total or subtotal. If more than one form is needed for the component/activity, number each page. Enter totals from line (05), columns (d), (e), (f), (g), and (h) to form DVTS-1, block (04), columns (a), (b), (c), (d), and (e) in the appropriate row.

EXHIBIT E

CLAIM FOR PAYMENT			For State Controller Use Only	
Pursuant to Government Code Section 17561 DOMESTIC VIOLENCE TREATMENT SERVICES AUTHORIZATION AND CASE MANAGEMENT			(19) Program Number 00177 (20) Date File _____ (21) LRS Input _____	
(01) Claimant Identification Number 9943 AUDITOR-CONTROLLER COUNTY OF SANTA CLARA 70 W HEDDING ST., EAST WING SAN JOSE CA 95110			Reimbursement Claim Data (22) DVTS-1, (03)(a) 15 (23) DVTS-1, (03)(b) 3742 (24) DVTS-1, (04)(1)(f) 127,102 (25) DVTS-1, (04)(2)(f) 101,592 (26) DVTS-1, (04)(3)(f) 120,892	
City	State	Zip Code		
Type of Claim	Estimated Claim	Reimbursement Claim	(27) DVTS-1, (06)	99.67%
	(03) Estimated <input checked="" type="checkbox"/>	(09) Reimbursement <input checked="" type="checkbox"/>	(28)	
	(04) Combined <input type="checkbox"/>	(10) Combined <input type="checkbox"/>	(29)	
	(05) Amended <input type="checkbox"/>	(11) Amended <input type="checkbox"/>	(30)	
Fiscal Year of Cost	(06) 19 99 / 19 2000	(12) 1998 / 19 99	(31)	
Total Claimed Amount	(07) 650,000	(13) 698,015	(32)	
ss: 10% Late Penalty, not to exceed \$1,000		(14)	(33)	
Less: Estimated Claim Payment Received		(15) 560,000	(34)	
Net Claimed Amount		(16) 138,015	(35)	
Due from State	(08) 650,000	(17) 138,015	(36)	
Due to State		(18) - 0 -	(37)	
(38) CERTIFICATION OF CLAIM In accordance with the provisions of Government Code § 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for costs mandated by Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, Chapter 641, Statutes of 1995, and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive. I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995. The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995, set forth on the attached statements.				
Signature of Authorized Representative		Date		
 JOHN CAVALLI		1/18/00 CHIEF PROBATION OFFICER		
Type or Print Name		Title		
(39) Name of Contact Person for Claim		Telephone Number		
ANDY BALANCE		(408) 435 2265 Ext. _____		

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT CLAIM SUMMARY						FORM DVTS-1
(01) Claimant <div style="text-align: center;">SANTA CLARA COUNTY</div> <div style="text-align: center;">PROBATION DEPARTMENT</div>		(02) Type of Claim <div style="display: flex; justify-content: space-around;"> Reimbursement <input checked="checked" type="checkbox"/> Estimated <input type="checkbox"/> </div>			Fiscal Year <div style="text-align: right;">19_98/_99_</div>	
(03) (a) Number of vendor applications reviewed during the fiscal year of claim						15
(b) Number of domestic violence cases for which the victim was notified pursuant to Penal Code Section 1203.097(b)(4) during the fiscal year of claim						3742
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Training and Travel	(e) Fixed Assets	(f) Total
1. Administration and Regulation of Batterers' Treatment Programs	96,734	30,368				127,102
2. Victim Notification	77,320	24,273				101,592
3. Assessing Future Probability of Defendant Committing Murder	92,008	28,884				120,892
(05) Total Direct Costs	266,062	83,524				349,586
Indirect Costs						
(06) Indirect Cost Rate	[From ICRP]					99.67%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or line [(06) x line {(05)(a) + line (05)(b)}]					348,429
(08) Total Direct and Indirect Costs	[Line (05)(f) + line (07)]					698,015
Cost Reduction						
(09) Less: Offsetting Savings, if applicable						
(10) Less: Amount Received from Penal Code 1203.097 (c)(5)(B) and other Applicable Reimbursements						
(11) Total Claimed Amount						698,015

MANDATED COSTS
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
COMPONENT/ACTIVITY COST DETAIL

FORM
DVTS-2

(01) Claimant **SANTA CLARA COUNTY
PROBATION DEPARTMENT**

(02) Fiscal Year Costs Were Incurred

1998 - 1999

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒ Administration and Regulation of Batterers' Treatment Programs

☐ Victim Notification

☐ Assessing Future Probability of Defendant Committing Murder

(04) Description of Expenses: Complete columns (a) through (h).

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment
Various Deputy Probation Officers - Process new applications and review application corrections. Conduct onsite administrative and group reviews. - Provide progress report evaluations, editing standards and policy reviews. - Prepare meeting agendas, minutes and reports for Certification meetings. - Prepare notification of approval, renewal, suspension, and or revocations. - Respond to in-house and public inquiries and miscellaneous correspondence. - Meet and confer with other criminal justice agencies and victim advocacy programs. - Staff training regarding administration and regulation of batterers programs. - Provide resources to victims in the form of handbooks.	35.53	2,723	96,734	30,368			
(05) Total	<input checked="" type="checkbox"/> Subtotal	Page: <u>1</u> of <u>1</u>	96,734	30,368	0	0	0

MANDATED COSTS
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
COMPONENT/ACTIVITY COST DETAIL

FORM
DVTs-2

(01) Claimant **SANTA CLARA COUNTY
PROBATION DEPARTMENT**

(02) Fiscal Year Costs Were Incurred

1998 - 1999

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☐ Administration and Regulation of Batterers' Treatment Programs

☒ Victim Notification

☐ Assessing Future Probability of Defendant Committing Murder

(04) Description of Expenses: Complete columns (a) through (h).

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment
Various Deputy Probation Officers - Process victim notifications regarding the requirements for the defendant's participation in a batterers program. - Process notifications to victims regarding available victim resources. - Provide information to the victims that attendance to any of the programs does not guarantee that an abuser will no longer be violent.	35.53	2,176	77,320	24,273			
(05) Total	<input checked="" type="checkbox"/>	Subtotal					

Page: 1 of 1

77,32024,273000

MANDATED COSTS
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
COMPONENT/ACTIVITY COST DETAIL

FORM
DVTS-2

(01) Claimant **SANTA CLARA COUNTY
PROBATION DEPARTMENT** (02) Fiscal Year Costs Were Incurred
1998 - 1999

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☐

Administration and Regulation of Batterers' Treatment Programs

☐

Victim Notification

☒

Assessing Future Probability of Defendant Committing Murder

(04) Description of Expenses: Complete columns (a) through (h).

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment		
Various Deputy Probation Officers - Assist in evaluating and selection of a homicidal risk assessment instrument. - Assess or evaluate defendants for the possibility of committing murder in the future. - Perform interviews and investigate dependants.	35.53	2,590	92,008	28,884					
(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page: 1 of 1	92,008	28,884	0	0	0

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Indirect Cost Rate Calculation 1998-99

<u>Description of Cost</u>	<u>Claimed Indirect Costs</u>	<u>Allowable per Audit</u>	<u>Adjustments</u>
Salaries and Benefits	4,558,562	4,558,562	-
Services and Supplies	1,221,173	1,221,173	-
General Admin Cost Allocation	1,693,743	1,693,743	-
Cost Plan Costs Allocation	<u>2,904,819</u>	<u>2,699,253</u>	<u>205,566</u>
Total Indirect Costs	<u><u>10,378,297</u></u>	<u><u>10,172,731</u></u>	<u><u>205,566</u></u>
Claimed Direct Labor	10,412,769	10,412,769	-
Indirect cost rate	99.67%	97.69%	1.97%

04/27/07

Hi Ferlyn,

Enclosed are the
data for ICRP
calculation for
each of the audited
years. FY99-FY01.
Thanks.
HCA

INDIRECT COST RATE PROPOSAL
PROBATION DEPARTMENT
ADULT INVESTIGATION & ADULT SUPERVISION
CHAPTERS 183/92, 184/92, 28/94, and 64/195 - DOMESTIC VIOLENCE TREATMENT SERVICES
AUTHORIZATION AND CASE MANAGEMENT

(FY 99 ACTUAL)

SOURCE: DAFR8030 - Costs of Adult Admin & Supp, Investigation & Supervision

DESCRIPTION OF COST		TOTAL COST	EXCLUDABLE UNALLOWABLE COST	ALLOWABLE INDIRECT COST	ALLOWABLE DIRECT COST
<u>SALARIES AND BENEFITS</u>					
Salaries & Wages	1185,1187,1193,1195	11,253,880		3,357,447	7,896,433
Overtime	1191, 1391	3,509	0	1,691	1,818
Benefits	1183,1192,1196,1197,1198,1199	3,713,942		1,199,424	2,514,518
SUBTOTAL		14,971,331	0	4,558,562	10,412,769
<u>SERVICES & SUPPLIES</u>					
Telephone Services	2124,2125,2126	121,098		121,098	
Maintenance-Equip & Struct Imp.	2211,2225	22,295		4,258	18,037
Rents & Leases - Equip & Office	2451,2472	852,883		852,883	0
Small Tools & Inst.	2501	36,454		13,337	23,117
Printing & Reproduction	2585,2586	17,171		17,171	
Automobile Mileage	2752	12,704		12,704	
Garage Auto Services	2756	124,345		124,345	
Others (all other obj. 2)	all other obj. 2	75,377		75,377	0
SUBTOTAL		1,262,327	0	1,221,173	41,154
TOTAL		16,233,658	0	5,779,735	10,453,923
GENERAL ADMIN COST ALLOC		1,693,743		1,693,743	
COST PLAN COSTS ALLOCATION		2,904,819		2,904,819	
UNALLOWABLE COSTS		0	0		
TOTAL COSTS		20,832,220	0	10,378,297	10,453,923
INDIRECT COST RATE 99.67%					

PROBATION DEPARTMENT

(FY 99 ACTUAL)

SOURCE: DAFR8030 - Costs of Adult Admin & Supp, Investigation & Supervision

SALARIES AND BENEFITS

Class	Title	1185	1187	TOTAL	Allowable Indirect Costs	Allowable Direct Costs
<u>ADMIN & SUPPORT</u>						
	TOTAL	1,947,662	158,269	2,105,931	2,105,931	
	Premium Pay (1193,1195,1391)			18,738	18,738	
1191	Overtime			1,691	1,691	
	Benefits(1183,1192,1196, 1197,1198,1199)			846,602	846,602	
	SUBTOTAL			2,972,962		
<u>ADULT INVESTIGATION</u>						
X44	Probation Manager	81,695		81,695	81,695	
X48	Supv Probation Officer	504,516		504,516	504,516	
X50	Deputy Probation Officer	3,431,332	60,301	3,491,633		3,491,633
W85	Deputy Probation Officer	57,695		57,695		57,695
Q96	Training Instructor	96,250	6,357	102,607		102,607
E19	Prob Community Worker	31,691	16,856	48,547		48,547
	SUBTOTAL	4,203,179	83,514	4,286,693		
	Premium Pay (1193,1195,1391)			11,632		11,632
1191	Overtime			-		
	Benefits(1183,1192,1196, 1197,1198,1199)			1,334,549	167,774	1,166,775
	SUBTOTAL			5,632,874		
<u>ADULT SUPERVISION</u>						
E07	Community Worker		13,686	13,686		13,686
E19	Prob Comm Worker	48,336		48,336		48,336
Q94	Probation Comm Worker	40,224		40,224		40,224
W82	Supv Probation Officer	1,977		1,977		1,977
W85	Dep Probation Officer	83,208		83,208		83,208
X27	Sr Group Counselor	51,292		51,292	51,292	
X44	Probation Manager	81,057		81,057	81,057	
X48	Supv Probation Officer	514,218		514,218	514,218	
X50	Deputy Probation Officer	3,901,778	76,088	3,977,866		3,977,866
	SUBTOTAL	4,722,090	89,774	4,811,864		
	Premium Pay (1193,1195,1391)			19,022		19,022
1191	Overtime			1,818		1,818
	Benefits(1183,1192,1196, 1197,1198,1199)			1,532,791	185,048	1,347,743
	SUBTOTAL			6,365,495		
	TOTAL (Salaries & Benefits)			14,971,331		
	TOTAL (Direct & Indirect Costs)				4,558,562	10,412,769

**ADULT PROBATION
FISCAL YEAR 1999**

ESBJ	DESCRIPTION	3712 Adm/Supr	3724 Inv/Signat	3726 Supervision	TOTAL
1183	RETIREE MEDICAL EXPENSE	95,941	124,005	141,480	361,426
1185	PERMANENT EMPLOYEES	1,947,662	4,203,179	4,722,090	10,872,931
1187	TEMPORARY HELP	158,269	83,514	89,774	331,557
1191	OVERTIME	1,691		1,818	3,509
1192	UNEMPLOYMENT INSURANCE	2,776	5,613	6,313	14,702
1193	PREMIUM PAY	18,738	11,632	13,767	44,137
1195	CALL DUTY			5,255	5,255
1196	HEALTH INSURANCE	291,925	372,245	428,494	1,092,664
1197	FICA-EMPLOYER SHARE	155,473	35,609	44,434	235,516
1198	PERS-RETIREMENT	253,062	701,220	804,208	1,758,490
1199	WORKERS' COMPENSATION	47,425	95,857	107,862	251,144
1391	HOLIDAY OVERTIME				0
Object 1		2,972,962	5,632,874	6,365,495	14,971,331
2100	TRAINING-SERV & SUPPLIES				0
2111	CLOTHING & PERS. EXPENSE	31	148	137	316
2112	SAFETY SHOES				0
2124	COMS TECHNICAL SERVICE				0
2125	INTERNAL TELEPHONE SRVCS	22,352	2,451		24,803
2126	COMM & TELEPHONE SRVCS	89,743	745	5,807	96,295
2161	HOUSEHOLD EXPENSE		437		437
2206	INTERPRETER FEES	94	4,092	958	5,144
2211	MAINTENANCE - EQUIPMENT	3,316	127	17,910	21,353
2225	MAINT-STRUCT IMP. & GRD.	942			942
2251	MED, DENTAL & LAB SUPPLIES	29			29
2285	MISCELLANEOUS EXPENSE	7,107	965	3,052	11,124
2301	OFFICE EXPENSE	18,406	698	581	19,685
2322	PROF AND SPECIAL SERVICE	7,200	300		7,500
2331	DATA PROCESSING SERVICES			8,684	8,684
2401	PUBLICIT'S & LEGAL NOTICES	300	4,625		4,925
2451	RENTS & LEASES - EQUIPMENT	49,416	3,475		52,891
2472	OFFICE RENTS	799,992			799,992
2501	SMALL TOOLS & INSTRUM.	13,337	351	22,766	36,454
2547	EDUCATION EXPENSE			1,160	1,160
2574	MEMBERSHIP DUES			75	75
2585	EXTERNAL PRINTING	30			30
2586	PRINTING & REPRODUCTION	14,141		3,000	17,141
2624	SPECIAL DEPT. EXPENSE	1,265	265	595	2,125
2751	TRANSPORTATION & TRAVEL	986	1,375	2,331	4,692
2752	AUTOMOBILE MILEAGE	3,108	7,082	2,514	12,704
2756	GARAGE AUTO SERVICES	16,863	17,554	89,928	124,345
2963	PC SOFTWARE		6,766		6,766
2991	EXTERNAL POSTAGE	25			25
2993	TRANSPORTATION		2,690		2,690
Object 2		1,048,683	54,146	159,498	1,262,327
7300	REIMB-PROF & SPECIAL SRVCS	0	(30,611)	(135,552)	(166,163)
Object 7		0	(30,611)	(135,552)	(166,163)
	TOTAL	4,021,645	5,656,409	6,389,441	16,067,495

**PROBATION DEPARTMENT
FY99 PROGRAM COST ANALYSIS**

PROGRAM	SALARY & BENEFIT	SRVCS & SUPPLS	ADM/SUP ALLOC	GEN ADM ALLOC	REIMB	VAC/SICK ACCRUAL	COST PLAN ALLOC	TOTAL COST	UNALLOW ABLE	REVENUE	NET COST	BED/MAN DAYS	COST PER DAY
JUVENILE DIVISION													
JUVENILE HALL	12,039,810	897,612	88,794	3,323,842			1,485,200	17,835,258		403,876	17,431,382	105,978	\$164.48
JAMES RANCH	2,603,719	402,158	155,890	854,447			310,094	4,326,308		188,940	4,137,368	33,076	\$125.09
HOLDEN RANCH	2,450,401	368,054	154,887	830,944			283,326	4,087,612		91,534	3,996,078	32,115	\$124.43
WRIGHT CENTER	1,639,368	219,676	89,676	423,640			174,198	2,546,558		66,515	2,480,043	14,263	\$173.88
JUVENILE SERVICES	4,893,376	195,239	711,647	666,421			441,181	6,907,864		2,289	6,905,575		
COMMUNITY SERVICES	5,082,590	2,312,575	726,878	991,788			450,623	9,564,454		1,483,140	8,081,314		
Traffic	93,211	11,704	0	523,440			45,084	673,439		20,410	653,029	65,984	\$7.42
EMP/VMP	268,003	107,347	38,328	52,297			23,761	489,737			489,737	35,775	\$6.00
CRP	134,002	23,426	19,164	26,148			11,881	214,620			214,620		
TOTAL JUVENILE DIVISION	29,204,480	4,537,791	1,985,264	7,692,967	0	0	3,225,348	46,645,850	0	2,256,704	44,389,146		
ADULT DIVISION													
ADULT INVESTIGATION	4,840,872	48,605	1,831,320	574,562	(30,611)		431,281	7,696,029		81,679	7,614,350		
Adult Screening	792,002	5,541	91,162	91,200			68,457	1,048,362			1,048,362		
ADULT SUPERVISION	6,365,495	159,498	1,901,247	1,027,981	(135,552)		2,405,081	11,723,750			11,723,750		
WORK FURLOUGH PROGRAM	1,710,506	396,488	135,039	239,501			427,784	2,909,319			2,909,319	83,492	\$34.85
Women's Residential Center	1,033,374	208,890	148,721	159,668			285,190	1,835,842			1,835,842	16,757	\$109.56
TOTAL ADULT DIVISION	14,742,248	819,022	4,107,489	2,092,912	(166,163)	0	3,617,793	25,213,302	0	81,679	25,131,623		
TOTAL OTHER			59,548	1,953,456			(1,755,215)	257,789		0	257,789		
TOTAL PROBATION DEPT	43,946,728	5,356,813	6,152,301	11,739,335	(166,163)	0	5,087,926	72,116,941	0	2,338,383	69,778,558		

PROBATION DEPARTMENT
COST PLAN COSTS ALLOCATION (FY99) Revised

DESCRIPTION	COST PLAN	UNL	7.0 TRAF	194.5	34.0	34.0	21.0	68.5	75.5	35.0	73.0	91.0	ADJUSTMENT	TOTAL
BUILDING USE	326,432	0	5,088	141,387	24,716	24,716	15,265	49,795	54,883	1,861	3,882	4,839		326,432
EQUIPMENT USE	63,529	0	702	19,505	3,410	3,410	2,106	6,869	7,571	3,510	7,321	9,126		63,529
SPACE RENTAL	32,985												32,985	32,985
INTERNAL AUDIT	32	0	0	10	2	2	1	3	4	2	4	5		32
COUNTY EXECUTIVE	70,749	0	782	21,722	3,797	3,797	2,345	7,650	8,432	3,909	8,153	10,163		70,749
CONTROLLER I	211,079	0	2,332	64,806	11,329	11,329	6,997	22,824	25,156	11,662	24,323	30,321		211,079
CONTROLLER II	3,293	0	36	1,011	177	177	109	356	392	182	379	473		3,293
CONTROLLER III	23,081	0	255	7,086	1,239	1,239	765	2,496	2,751	1,275	2,660	3,316		23,081
PURCHASING	58,413	0	645	17,934	3,135	3,135	1,936	6,316	6,962	3,227	6,731	8,391		58,413
PERSONNEL	290,006	0	3,204	89,039	15,565	15,565	9,613	31,358	34,563	16,022	33,418	41,658		290,006
LABOR RELATIONS	87,116	0	963	26,747	4,676	4,676	2,888	9,420	10,382	4,813	10,039	12,514		87,116
TRAINING/STAFF DEV	46,330	0	512	14,224	2,487	2,487	1,536	5,010	5,522	2,560	5,339	6,555		46,330
GSA-MAINTENANCE	867,719	0		348,277	108,050	108,050	71,683	25,876	34,968	152,458	9,179	9,179		867,719
GSA-CUSTODIAL & GRD	243,467	0		97,720	30,317	30,317	20,113	7,260	9,811	42,777	2,575	2,575		243,467
GSA-UTILITIES	852,610	0		342,212	106,168	106,168	70,435	25,425	34,359	149,804	9,019	9,019		852,610
GSA-EMERGENCY	4,661	0	52	1,431	250	250	155	504	555	258	537	670		4,661
GSA-CAPITAL PROJECTS	159,846	0	1,766	49,077	8,579	8,579	5,299	17,284	19,050	8,831	18,420	22,961		159,846
GSA-OTHER SERVICES	41,760	0	461	12,821	2,241	2,241	1,384	4,515	4,977	2,307	4,812	5,999		41,760
BUDGET & ANALYSIS	73,189	0	809	22,471	3,928	3,928	2,426	7,914	8,723	4,044	8,434	10,513		73,189
CRIMINAL JUSTICE	462,790	0								81,395	169,767	211,628		462,790
COUNTY COUNSEL	24,064	0	266	7,388	1,292	1,292	798	2,602	2,868	1,330	2,773	3,457		24,064
REVENUE & COLLECTION	2,893,000	0		232,159	90,978	64,250	38,887	0		510,411	78,714	1,877,600		2,893,000
OTHER CENTRAL SRVCS	29,827	0	330	9,158	1,601	1,601	989	3,225	3,555	1,648	3,437	4,285		29,827
ESA-DEPT OVHDD		0	0	0	0	0	0	0	0	0	0	0		0
TOTAL ALLOCATED	6,865,978	0	18,204	1,526,186	423,934	397,206	255,732	236,703	275,483	1,004,286	409,915	2,285,345	32,985	6,865,979
PY ADJ - OVERPAYMENT													0	0
PEERS CREDIT	(1,788,200)												(1,788,200)	(1,788,200)
NET ALLOCATED	5,077,778	0	18,204	1,526,186	423,934	397,206	255,732	236,703	275,483	1,004,286	409,915	2,285,345	(1,755,215)	5,077,779
ROLL FORWARD	10,146	0	27	2,266	629	590	380	351	409	1,491	609	3,393		10,146
PROPOSED COSTS	5,087,924	0	18,231	1,528,452	424,563	397,796	256,112	237,055	275,892	1,005,777	410,524	2,288,739	(1,755,215)	5,087,925

269,263

Allocation of GSA Charges
Based on Building Sq. Footage

Building Address	Description	Sq.Foot	Used By	Index	Allocation	Comments
840 Guadalupe Parkway	Juv. Detention Center 1st Floor	44,000	JH	3706		
840 Guadalupe Parkway	Juv. Detention Center 2nd Floor	5,000	JH	3706		
840 Guadalupe Parkway	Kitchen	8,700	JH	3706		
840 Guadalupe Parkway	Osborn School	9,300	JH	3706		
840 Guadalupe Parkway	JH. 1st Floor	11,000	JH	3706		
840 Guadalupe Parkway	JH. 2nd Floor	11,600	JH	3706		
840 Guadalupe Parkway	Gymnasium	10,000	JH	3706		
	Total JH	<u>99,600</u>			36.437%	Allocated to JH
840 Guadalupe Parkway	Probation Bldg. 2nd Floor	7,400	JS	3702	2.707%	Allocated to Juv.Serv
840 Guadalupe Parkway	Probation Bldg. 3rd Floor	10,000	CS	3708	3.658%	Allocated to Com. Serv.
840 Guadalupe Parkway	Probation Bldg. 1st Floor	4,800	Admn	3720		
840 Guadalupe Parkway	Probation Bldg. 4th Floor	10,000	Admn	3720		
840 Guadalupe Parkway	Lower Level	10,400	Admn	3720		
		<u>25,200</u>			9.219%	Admn. Allocated to all.
19050 Malaguerra	James Ranch	30,900	JR	3714	11.304%	allocated to James Ranch
19050 Malaguerra	Holden Ranch	30,900	HR	3716	11.304%	Alloc. To Holden
295 Bernal Ave, W.	Wright Center	20,500	WC	3718	7.500%	alloc. To Wright
245 George St.	Women's Residential Center	10,400	WRC	3439	3.805%	alloc. To WRC
590 Middlefield	Men's Work Furlough	33,200	MWF	3710	12.146%	alloc. To MWF
270 Grant St. 3rd Floor	North County Office	3,430	Adult			
80 Highland Ave.		700	Adult			
12425 Monterey Rd.	South County Office	1,120	Adult			
		<u>5,250</u>			1.921%	0.95% to Adult Inv. 3724 0.95% to Adult Supv. 3726
	Tot. Sq.Ft. for County owned bldg occupied by Probation Dept.	<u>273,350</u>			100.000%	

PROBATION DEPARTMENT
COST PLAN COSTS ALLOCATION (FY99)

DESCRIPTION	COST PLAN	UNALL	7.0	194.5	34.0	34.0	21.0	68.5	75.5	35.0	73.0	91.0	ADJUSTMENT	TOTAL
BUILDING USE	326,432	0	5,088	141,387	24,716	24,716	15,265	49,795	54,863	1,861	3,882	4,839		326,432
EQUIPMENT USE	63,529	0	702	19,505	3,410	3,410	2,106	6,889	7,571	3,510	7,321	9,126		63,529
SPACE RENTAL	32,985												32,985	32,985
INTERNAL AUDIT	32	0	0	10	2	2	1	3	4	2	4	5		32
COUNTY EXECUTIVE	70,749	0	782	21,722	3,797	3,797	2,345	7,650	8,432	3,909	8,153	10,163		70,749
CONTROLLER I	211,079	0	2,332	64,806	11,329	11,329	6,997	22,824	25,156	11,662	24,323	30,321		211,079
CONTROLLER II	3,293	0	36	1,011	177	177	109	356	392	182	379	473		3,293
CONTROLLER III	23,081	0	255	7,086	1,239	1,239	765	2,486	2,751	1,275	2,660	3,316		23,081
PURCHASING	58,413	0	645	17,934	3,135	3,135	1,936	6,316	6,962	3,227	6,731	8,391		58,413
PERSONNEL	290,006	0	3,204	89,039	15,565	15,565	9,613	31,358	34,563	16,022	33,418	41,658		290,006
LABOR RELATIONS	87,116	0	963	26,747	4,676	4,676	2,888	9,420	10,382	4,813	10,039	12,514		87,116
TRAINING/STAFF DEV	46,330	0	512	14,224	2,487	2,487	1,536	5,010	5,522	2,560	5,339	6,655		46,330
GSA-MAINTENANCE	867,719	0	9,588	266,411	46,571	46,571	28,764	93,826	103,414	47,940	99,990	124,645		867,719
GSA-CUSTODIAL & GRD	243,467	0	2,690	74,750	13,067	13,067	8,071	26,326	29,016	13,451	28,055	34,973		243,467
GSA-UTILITIES	852,610	0	9,421	261,772	45,760	45,760	28,263	92,192	101,613	47,106	98,249	122,474		852,610
GSA-EMERGENCY	4,661	0	52	1,431	250	250	155	504	555	258	537	670		4,661
GSA-CAPITAL PROJECTS	159,846	0	1,766	49,077	8,579	8,579	5,299	17,284	19,050	8,831	18,420	22,961		159,846
GSA-OTHER SERVICES	41,760	0	461	12,821	2,241	2,241	1,384	4,515	4,977	2,307	4,812	5,999		41,760
BUDGET & ANALYSIS	73,189	0	809	22,471	3,928	3,928	2,426	7,914	8,723	4,044	8,434	10,513		73,189
CRIMINAL JUSTICE	462,790	0	5,114	142,088	24,838	24,838	15,341	50,041	55,155	25,569	53,329	66,478		462,790
COUNTY COUNSEL	24,064	0	266	7,388	1,292	1,292	798	2,602	2,868	1,330	2,773	3,457		24,064
REVENUE & COLLECTION	2,893,000			232,159	90,978	64,250	38,887	0	0	510,411	78,714	1,877,600		2,893,000
OTHER CENTRAL SVCS	29,827	0	330	9,158	1,601	1,601	989	3,225	3,555	1,648	3,437	4,285		29,827
ESA-DEPT OVHD/D		0	0	0	0	0	0	0	0	0	0	0		0
TOTAL ALLOCATED	6,865,978	0	45,017	1,482,998	309,634	282,906	173,939	440,527	485,544	711,916	498,997	2,401,515	32,985	6,865,978
PERM - OVERPAYMENT													0	0
PERM CREDIT	(1,788,200)												(1,788,200)	(1,788,200)
NET ALLOCATED	5,077,778	0	45,017	1,482,998	309,634	282,906	173,939	440,527	485,544	711,916	498,997	2,401,515	(1,755,215)	5,077,778
ROLL FORWARD	10,146	0	67	2,202	460	420	258	654	721	1,057	741	3,566		10,146
PROPOSED COSTS	5,087,924	0	45,084	1,485,200	310,094	283,326	174,198	441,181	486,265	712,974	499,738	2,405,081	(1,755,215)	5,087,924

2904,819

FY99

JUVENILE DIVISION
GLENN ARIMA
288.5 - POSITIONS

JUVENILE ADMIN & SUPPORT
3704 - GLENN ARIMA
47 - POSITIONS

ADMINISTRATIONS
1 - DEPUTY CHIEF PO
1 - POSITION

DEL. CTS / INST. SUPPORT
1 - ADMIN SUPP OFFICER 3703/
3 - SUPERVISING CLERK 3715
5 - TRANSCRIPTIONIST
24.5 - ADV CLERK TYPIST
1.5 - CLERK TYPIST
2 - LAW ENF. RECORD CLERK
6 - JUSTICE SYSTEMS CLERK
1 - DATA ENTRY OPERATOR
46 - POSITIONS

COMMUNITY SERVICES
3708 - BOB CREAMER
77 - POSITIONS

DIVERSION / R/P
1 - PROBATION MANAGER
1 - SUPV PROB OFFICER
9 - DEPUTY PROB OFFICER
4 - PROB COMMUNITY WRKR
15 - POSITIONS

PLACEMENT
1 - SUPV PROB OFFICER
8 - DEPUTY PROB OFFICER
9 - POSITIONS

SCREENING / EMP / R/P
1 - SUPV PROB OFFICER
3 - DEPUTY PROB OFFICER
10 - SR GROUP COUNSELOR
14 - POSITIONS

FOCUS / SCREENING INTAKE
1 - SUPV PROB OFFICER
10 - DEPUTY PROB OFFICER
11 - POSITIONS

JUVENILE COURT UNIT / RAFFIL
2 - SUPV PROB OFFICER / I THO
10 - DEPUTY PROB OFFICER
12 - POSITIONS

RESTORATIVE JUST. C.G. / YOMP
2 - SUPV PROB OFFICER
9 - DEPUTY PROB OFFICER
5 - PROB COMMUNITY WRKR
16 - POSITIONS

JUVENILE SERVICES
3702 - SUE PANIGHETTI
79.5 - POSITIONS

JUVENILE SERVICES / DOM. VIOL.
1 - PROBATION MANAGER
5 - SUPV PROB OFFICER
50.5 - DEPUTY PROB OFFICER
36.5 - POSITIONS

GANG UNIT
1 - SUPV PROB OFFICER
13 - DEPUTY PROB OFF
14 - POSITIONS

JUVENILE TREATMENT COURT
1 - SUPV PROB OFFICER
3 - DEPUTY PROB OFF
1 - PROB COMMUNITY WRKR
5 - POSITIONS

ALL PLACEMENT AGENCIES
1 - SUPV PROB OFFICER
2 - DEPUTY PROB OFF
1 - SR GROUP COUNSELOR
4 - POSITIONS

WILLIAM JAMES RANCH
3714 - KATHY DUQUE
1 - PROBATION MANAGER
3 - SUPV PROB COUNSELOR
21 - PROB COUNSELOR
3 - PROBATION ASSISTANT
1 - RANCH MAINT SUPV
29 - POSITIONS

HAROLD HOLDEN RANCH
3716 - MIKE MATHIASSEN
1 - PROBATION MANAGER
3 - SUPV PROB COUNSELOR
21 - PROB COUNSELOR
3 - PROBATION ASSISTANT
1 - PROB COMMUNITY WRKR
29 - POSITIONS

WRIGHT RESIDENTIAL CENTER
3718 - MARTY BREWER
1 - PROBATION MANAGER
3 - SUPV PROB COUNSELOR
17 - PROB COUNSELOR
6 - PROBATION ASSISTANT
27 - POSITIONS

JUVENILE DETENTION DIV
PAT SHANNON
178.5 - POSITIONS

JUV. HALL ADMIN & SUPPORT
3706/7 - PAT SHANNON
19.5 - POSITIONS

ADMINISTRATIONS
1 - JH SUPERINTENDENT
1 - SECRETARY II
2 - POSITIONS

JUVENILE HALL SUPPORT
1 - ADMIN SUPP OFFICER
1 - SUPERVISING CLERK
1 - RECEPTIONIST
2 - ACCOUNT CLERK II
4.5 - LAW ENFORC. CLERK
7 - ADV CLERK TYPIST
16.5 - POSITIONS

TRANSPORTATION
1 - COORDINATOR (X28)

JUV. HALL OPERATIONS-CONTROL (52)
CAROL ROUGH
1 - PROBATION MANAGER
5 - SUPV GROUP COUNSELOR
35 - SR GROUP COUNSELOR
6 - NIGHT ATTENDANT
47 - POSITIONS

CLT WORK PROG. / YOP JAMB
1 - SUPV GROUP COUN
4 - SR GROUP COUNSELOR / (U)
5 - POSITIONS

JUV. HALL OPERATIONS-LIVING (80)
GERRY NEARY
1 - PROBATION MANAGER
1 - SUPV GROUP COUNSELOR / R/P
2 - POSITIONS

1 - SUPV GROUP COUN.
B - 1 (24 CAP)
9 - SR GROUP COUNSELOR
B - 2 (50 CAP)
10 - SR GROUP COUN.
20 - POSITIONS

1 - SUPV GROUP COUN.
B - 3 (50 CAP)
10 - SR GROUP COUN.
PROGRAMS
11 - POSITIONS

1 - SUPV GROUP COUN.
B - 4 (42 CAP)
10 - SR GROUP COUN.
B - 5 (42 CAP)
10 - SR GROUP COUN.
21 - POSITIONS

1 - SUPV GROUP COUN.
B - 6 (24 CAP)
6 - SR GROUP COUNSELOR
G - 1 (48 CAP)
10 - SR GROUP COUN.
17 - POSITIONS

1 - SUPV GROUP COUN.
B - 7 (30 CAP)
9 - SR GROUP COUNSELOR
10 - POSITIONS

1 - SUPV GROUP COUN.
NEW WING
25 - SR GROUP COUN.
26 - POSITIONS

ADMINISTRATIVE DIV
ANN CLARKE
104.5 - POSITIONS 3720

GENERAL ADMINISTRATION
1 - CHIEF PROBATION OFFICER
1 - ADMIN SERVICES MANAGER
1 - SECRETARY III
2 - SECRETARY II

INFORMATION SYSTEM
1 - INFORMATION SYSTEM MGR
1 - DEPT INFO SYSTEM SPEC II
5 - DEPT INFO SYSTEM SPEC I
2 - DEPT INFO SYSTEM ANALYST
1 - PROGRAMMING ANALYST II
1 - OFFICE AUTO SYSTEM COORD
5 - ADVANCED CLERK TYPIST

PUBLIC INFORMATION OFF / EVAL
1 - SR MANAGEMENT ANALYST
3 - MANAGEMENT ANALYST
1 - ADMIN SUPPORT OFFICER III

WAREHOUSE / LAB / LAUNDRY
1 - ADMIN SUPPORT OFFICER III
1 - LAUNDRY OPERATIONS SUPV
4 - LAUNDRY WORKER II
1 - ACCOUNT CLERK II
1 - ADVANCED CLERK TYPIST
1 - SUPV STOREKEEPER
5 - STOREKEEPER
4 - FORENSIC CHEMIST

PERSONNEL / FACILITY / FLEET
1 - SR MANAGEMENT ANALYST
1 - ADMIN SUPPORT OFFICER III
2 - PERSONNEL SERVICES CLERK
1 - ACCOUNT CLERK II
1 - ADVANCED CLERK TYPIST
1 - STOCK CLERK

ACCOUNTING / PRCHSING / RAFFIL
1 - DEPT FISCAL OFFICER
2 - ACCOUNTANT III
1 - ACCOUNTANT ASSISTANT
1 - SUPV ACCOUNT CLERK II
5 - ACCOUNT CLERK II
1 - SUPV DEP COURT CLERK II 3728
1 - ASST SUPV DEPT CRT CLERK
5 - DEPUTY COURT CLERK II

FOOD SERVICES ADMIN
RICHARD MUNLEY
41 - POSITIONS

JUVENILE HALL
1 - DIR NUT'M & FD SRVCS
1 - HEAD COOK
1 - COOK II
2 - COOK I
7 - FOOD SERVICE WRKR II
7 - FOOD SERVICE WRKR I
19 - POSITIONS

JAMES RANCH
1 - COOK II
2 - COOK I
3 - FOOD SERVICE WRKR II
6 - POSITIONS

HOLDEN RANCH
1 - COOK II
2 - COOK I
3 - FOOD SERVICE WRKR II
6 - POSITIONS

WRIGHT CENTER
1 - COOK II
2 - COOK I
3 - POSITIONS

MEN'S WORK FURLOUGH
1 - HEAD COOK
3 - COOK II
4 - POSITIONS

WOMEN'S RESID. CENTER
1 - COOK II
2 - COOK I
3 - POSITIONS

ADULT DIVISION
GARY SANCHEZ
271.5 - POSITIONS

ADULT ADMIN & SUPPORT
3712 - GARY SANCHEZ
73.5 - POSITIONS

ADMINISTRATIONS
1 - DEPUTY CHIEF PO
1 - ADMIN SUPP OFFICER
1 - SECRETARY II
1 - SECRETARY I
4 - POSITIONS

STAFF TRAINING
1 - SUPV PROB OFFICER
1 - DEPUTY PROB OFFICER
1 - ADV CLERK TYPIST
3 - POSITION

ADULT INV/SUP SUPPORT
5 - SUPERVISING CLERK
1 - CLERICAL OFFICE SUPV
10 - TRANSCRIPTIONIST
2 - RECEPTIONIST
6 - JUSTICE SYSTEM CLERK
27.5 - ADV CLERK TYPIST
7 - CLERK TYPIST
1 - OFFICE CLERK
39.5 - POSITIONS

ASST. WF. WRK. SUPPORT
1 - SUPERVISING CLERK
1 - LAW ENFORC. REC TECH
2 - LAW ENFORC. CLERK
3 - ADV CLERK TYPIST
7 - POSITIONS

ADULT INVESTIGATION
3725/372
83 - POSITIONS

ADULT INVESTIGATION
1 - PROBATION MANAGER
4 - SUPV PROB OFFICER
37 - DEPUTY PROB OFF
42 - POSITIONS

SUBSTANCE ABUSE
1 - SUPV PROB OFFICER
6 - DEPUTY PROB OFFICER
7 - POSITIONS

DRUG TREATMENT COURT
7 - DEPUTY PROB OFFICER
4 - COMMUNITY WORKER
11 - POSITIONS

ADULT COURT UNIT
1 - SUPV PROB OFFICER
10 - DEPUTY PROB OFFICER
11 - POSITIONS

ADULT SCREENING UNIT
1 - SUPV PROB OFFICER
1 - PROB COMM WORKER
10 - DEPUTY PROB OFFICER
12 - POSITIONS

ADULT SUPERVISION
3726 - KITA LONCARICH
87 - POSITIONS

ADULT SUPERVISION
1 - PROBATION MANAGER
6 - SUPV PROB OFFICER
55 - DEPUTY PROB OFF
2 - PROB COMM WORKER
64 - POSITIONS

DOMESTIC VIOLENCE
1 - SUPV PROB OFFICER
11 - DEPUTY PROB OFFICER
1 - PROB COMM WORKER
13 - POSITIONS

SPECIAL PROB. UNIT
1 - SUPV PROB OFFICER
8 - DEPUTY PROB OFFICER
1 - SR GROUP COUNSELOR
10 - POSITIONS

MEN'S WORK FURLOUGH PROG
3710 - KATHY MCNAMEE
1 - PROBATION MANAGER
4 - SUPV GROUP COUNS
12 - SR GROUP COUNSELOR
17 - POSITIONS

WOMEN'S RESIDENTIAL CENTER
3439 - RUTH AUTEN
1 - PROBATION MANAGER
2 - SUPV GROUP COUNS
8 - SR GROUP COUNSELOR
11 - POSITIONS

PROBATION DEPARTMENT (246)
 ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
 REPORT PERIOD= FISCAL YEAR 99

*****PAGE 28

 FUND= 0001 GENERAL FUND
 FUND-DTL= DIVISION= 16 JUVENILE DIVISION
 BUDGT-UNIT= 0246 BUREAU= 07 WRIGHT RES CENTER
 PERCENT OF YEAR ELAPSED 0%
 SECTION=

EXP SOBJ FABC	ECC TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED	(MEMO) PRE-ENCUMBRANCE
2302	OPERATING EXPENSE - OTHE	0	0	866	0	866-0.0%
2322	PROF AND SPECIAL SERVICE	40,000	1,934	16,165	22,500	1,335 96.7%
2329	CONTRACT SERVICES	55,500	12,274	55,900	0	400-100.7%
2401	PUBLICATIONS AND LEGAL N	0	0	1,509	0	1,509-0.0%
2451	RENTS AND LEASES - EQUIP	4,000	458	3,695	0	305 92.4%
2501	SMALL TOOLS AND INSTRUME	12,435	0	8,726	2,201	1,508 87.9%
2547	EDUCATION EXPENSE	1,000	0	10	0	990 1.0%
2574	MEMBERSHIP DUES	0	0	50	0	50-0.0%
2624	SPECIAL DEPARTMENT EXPEN	0	0	432	0	432-0.0%
2751	TRANSPORTATION AND TRAVE	1,000	0	833	0	167 83.3%
2752	AUTOMOBILE MILEAGE	500	0	524	0	24-0.0%
2756	GARAGE AUTOMOBILE SERVIC	77,100	3,839	39,109	0	104,621 50.7%
2993	TRANSPORTATION	500	317	2,532	0	2,032 506.4%
* TOTAL 2	SERVICES AND SUPPLIES	294,535	28,414	219,676	24,701	50,158 83.0%
* TOTAL 07	WRIGHT RES CENTER	1,785,297	41,176	1,859,044	24,701	98,448-105.5%
* TOTAL 16	JUVENILE DIVISION	23,345,882	828,505	22,935,510	1,169,036	758,664-103.2%

 PROBATION DEPARTMENT (246)
 ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
 REPORT PERIOD= FISCAL YEAR 99

*****PAGE 29

 FUND= 0001 GENERAL FUND
 FUND-DTL= DIVISION= 17 ADULT DIVISION
 BUDGT-UNIT= 0246 BUREAU= 01 ADULT ADMIN AND SUPPORT
 PERCENT OF YEAR ELAPSED 0%
 SECTION=

EXP SOBJ FABC	ECC TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED	(MEMO) PRE-ENCUMBRANCE
1183	RETIREE MEDICAL EXPENSE	115,125	1,035	95,941	0	19,184 83.3%
1184	SALARY SAVINGS FACTOR	130,194	0	0	0	130,194-0.0%
1185 A82	DEPUTY CHIEF PROBATION O	92,203	1,090	91,825	0	378 99.6%
1185 B2R	ADMINISTRATIVE SUPPORT OF	49,845	0	45,364	0	4,481 91.0%
1185 D1A	SECRETARY II W/O/SH	0	223	30,638	0	30,638-0.0%
1185 D11	TRANSCRIPTIONIST	356,815	2,069	252,194	0	104,621 70.7%
1185 D17	RECEPTIONIST	65,952	374	38,914	0	26,138 59.8%
1185 D2A	SECRETARY I	0	0	1,167	0	1,167-0.0%
1185 D27	SECRETARY II	37,832	0	0	0	37,832-0.0%
1185 D28	SECRETARY I	29,133	412	33,360	0	4,227 114.5%
1185 D34	SUPERVISING CLERK I	253,548	1,866	156,154	0	97,394 61.6%
1185 D36	ADVANCED CLERK TYPIST	1,286,424	9,531	1,026,647	0	259,777 79.8%
1185 D38	CLERK II	0	319	28,181	0	28,181-0.0%
1185 D39	CLERK TYPIST	194,675	1,556	104,995	0	89,680 53.9%
1185 D40	CLERK I	28,263	595	39,759	0	11,496 140.7%
1185 D42	LAW ENFORCEMENT RECORDS	42,984	495	38,249	0	4,735 89.0%
1185 D43	LAW ENFORCEMENT CLERK	0	566	7,480	0	7,480-0.0%
1185 D60	CLERICAL OFFICE SUPERVIS	37,367	388	37,644	0	277-100.7%
1185 E38	UNKNOWN	0	1,268	15,091	0	15,091-0.0%
* 1185 TOTAL	PERMANENT EMPLOYEES	2,474,141	21,403	1,947,662	0	526,479 78.7%
1186	SALARIES WITHOUT BENEFIT	2,144	0	0	0	2,144-0.0%

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 99

*****PAGE 30*****
 FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
 FUND-DTL= BUREAU= 01 ADULT ADMIN AND SUPPORT
 BDGT-UNIT= 0246
 PERCENT OF YEAR ELAPSED 0%

EXP ECC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED PRE-ENCUMBRANCE	(MEMO)
1187	TEMPORARY EMPLOYEES	6,546	0	0	6,546	0
1187 D11	TRANSCRIPTIONIST	0	169	20,055	20,055	0
1187 D34	SUPERVISING CLERK I	0	0	1,756	1,756	0
1187 D36	ADVANCED CLERK TYPIST	0	698	58,905	58,905	0
1187 D40	CLERK I	0	410	60,917	60,917	0
1187 X29	GROUP COUNSELOR I	0	0	496	496	0
1187 X98	INTERMITTENT OFFICE CLERK	0	0	19,652	19,652	0
* 1187	TOTAL TEMPORARY EMPLOYEES	6,546	1,277	158,269	151,723	0
1191	OVERTIME	0	0	1,691	1,691	0
1192	UNEMPLOYMENT INSURANCE	3,240	30	2,776	2,776	0
1193	PREMIUM PAY	18,860	194	18,738	18,738	0
1196	HEALTH INSURANCE	331,712	3,599	291,925	291,925	0
1197	FICA - EMPLOYER SHARE	189,555	1,667	155,473	155,473	0
1198	PERS - RETIREMENT	309,932	2,771	253,062	253,062	0
1199	WORKERS' COMPENSATION	52,766	516	47,425	47,425	0
* TOTAL 1	SALARIES AND BENEFITS	3,369,539	32,541	2,972,962	396,577	0
2111	CLOTHING & PERSONAL SUPP	0	0	31	31	0
2125	COMM TELEPHONE SERVICES	20,328	2,203	22,352	2,024	0
2126	COMM AND TELEPHONE SERVI	92,000	9,887	89,743	2,257	0
2206	INTERPRETER FEES	0	0	94	94	0

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 99

*****PAGE 31*****
 FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
 FUND-DTL= BUREAU= 01 ADULT ADMIN AND SUPPORT
 BDGT-UNIT= 0246
 PERCENT OF YEAR ELAPSED 0%

EXP ECC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED PRE-ENCUMBRANCE	(MEMO)
2211	MAINTENANCE - EQUIPMENT	33,800	399	3,316	30,484	0
2225	MAINT-STRUCT IMPROVE & G	1,000	79	942	958	0
2251	MED, DENTAL & LAB SUPPLI	0	0	29	29	0
2285	MISCELLANEOUS EXPENSE	500	403	7,107	6,607	0
2301	OFFICE EXPENSE	12,000	1,982	18,406	1421.42	0
2322	PROF AND SPECIAL SERVICE	0	7,200	7,200	6,406	0
2401	PUBLICATIONS AND LEGAL N	1,000	0	300	153.42	0
2451	RENTS AND LEASES - EQUIP	49,000	6,493	49,416	7,200	0
2472	OFFICE RENTS	799,999	66,938	799,992	0	0
2501	SMALL TOOLS AND INSTRUME	5,068	0	13,337	100.02	0
2585	EXTERNAL PRINTING AND RE	0	0	30	36,226	0
2586	PRINTING AND REPRODUCTIO	21,129	0	14,141	814.82	0
2624	SPECIAL DEPARTMENT EXPEN	0	0	1,265	30	0
2751	TRANSPORTATION AND TRAVE	2,000	129	986	0	0
2752	AUTOMOBILE MILEAGE	1,500	297	3,108	49.32	0
2756	GARAGE AUTOMOBILE SERVIC	10,000	1,413	16,863	1,608	0
2991	EXTERNAL POSTAGE	0	0	25	207.22	0
* TOTAL 2	SERVICES AND SUPPLIES	1,049,324	97,423	1,048,843	6,863	0
7300	REIMB - PROFESSIONAL & S	0	0	0	168.62	0

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 99

*****PAGE 32

FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
 FUND-DTL= SOBJ FABC BUREAU= 01 ADULT ADMIN AND SUPPORT
 BDGT-UNIT= 0246
 PERCENT OF YEAR ELAPSED 0%

EXP	ECC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED	(MEMO) PRE-ENCUMBRANCE
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* TOTAL 7	EXPENDITURE REIMBURSEMENT		0	0	0	0	0
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* TOTAL 01	ADULT ADMIN AND SUPPORT		4,418,863	129,964	4,021,645	27,964	369,254 91.6%
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3712

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 99

*****PAGE 33

FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
 FUND-DTL= SOBJ FABC BUREAU= 02 ADULT INVESTIGATION
 BDGT-UNIT= 0246
 PERCENT OF YEAR ELAPSED 0%

EXP	ECC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED	(MEMO) PRE-ENCUMBRANCE
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1183	RETIREE MEDICAL EXPENSE		117,708	1,354	124,005	0	6,297-
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1184	SALARY SAVINGS FACTOR		198,261-	0	0	0	105.3%
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1185 E19	PROB COMM WORKER		34,483	405	31,691	0	2,792
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1185 Q96	TRAINING INSTRUCTOR		109,481	1,042	96,250	0	13,231
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1185 W85	DEPUTY PROBATION OFFICER		50,047	692	57,695	0	87.9%
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1185 X44	PROBATION MANAGER		81,633	848	81,695	0	7,648-
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1185 X48	SUPERVISING PROBATION OF		467,152	5,449	504,516	0	115.3%
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1185 X50	DEPUTY PROBATION OFFICER		3,483,545	37,471	2,452,275	0	62-
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1185 X52	DEPUTY PROBATION OFFICER		0	7,834	634,280	0	100.1%
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1185 X53	DEPUTY PROBATION OFFICER		0	3,146	344,777	0	37,364-
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* 1185 TOTAL PERMANENT EMPLOYEES			4,226,341	56,887	4,203,179	0	108.0%
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1186	SALARIES WITHOUT BENEFIT		15,969	0	0	0	1,031,270
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1187	TEMPORARY EMPLOYEES		62,031	0	0	0	70.6%
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1187 E07	COMMUNITY WORKER		0	163	15,587	0	634,280-
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1187 Q96	TRAINING INSTRUCTOR		0	0	6,357	0	0.0%
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1187 X50	DEPUTY PROBATION OFFICER		0	632	46,691	0	62-
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1187 X53	DEPUTY PROBATION OFFICER		0	171	13,610	0	46,691-
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1187 X64	ASSISTANT REHABILITATION		0	0	1,269	0	0.0%
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* 1187 TOTAL TEMPORARY EMPLOYEES			62,031	966	83,514	0	1,269-
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1192	UNEMPLOYMENT INSURANCE		5,587	0	5,613	0	0.0%
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1193	PREMIUM PAY		5,760	0	11,632	0	134.6%
------	-------------	--	-------	---	--------	---	--------

1005

201.9%

DAFR8030 1 246 AP14 01 0001 SPL1 4(OR4) 4(0B4) RUN DATE= 07/30/99 TIME= 17.35.23 STARS
07/30/99 (16.51) CYCLE 02537 PM OPEN PP OPEN PY CLOSED FICHE: 246 0001 0246 17 VERSION 2.0

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 99

*****PAGE 36

FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
FUND-DTL= BUREAU= 03 ADULT SUPERVISION
BDGT-UNIT= 0246
PERCENT OF YEAR ELAPSED 0%

EXP	ECC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT	YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED	(MEMO) PRE-ENCUMBRANCE
1183		RETIREE MEDICAL EXPENSE	138,776	1,636	141,480	0	2,704-	0
1184		SALARY SAVINGS FACTOR	240,657-	0	0	0	101.92	0
1185	E19	PROB COMM WORKER	40,624	853	48,336	0	240,657-	0
1185	Q94	PROBATION COMMUNITY WORK	40,624	467	40,224	0	7,712-	0
1185	W82	SUPERVISING PROBATION OF	66,736	0	1,977	0	119.02	0
1185	W85	DEPUTY PROBATION OFFICER	87,038	1,385	83,208	0	480	0
1185	X27	SENIOR GROUP COUNSELOR	51,268	528	51,292	0	99.02	0
1185	X44	PROBATION MANAGER	81,633	848	81,057	0	64,759	0
1185	X48	SUPERVISING PROBATION OF	467,152	5,449	514,218	0	3.02	0
1185	X50	DEPUTY PROBATION OFFICER	4,136,836	23,692	2,319,419	0	3,830	0
1185	X52	DEPUTY PROBATION OFFICER	0	12,705	1,024,904	0	95.62	0
1185	X53	DEPUTY PROBATION OFFICER	0	8,114	557,455	0	24-	0
* 1185		TOTAL PERMANENT EMPLOYEES	4,971,911	54,111	4,722,090	0	100.02	0
1186		SALARIES WITHOUT BENEFIT	42,846	0	0	0	576	0
1187		TEMPORARY EMPLOYEES	61,013	0	0	0	99.32	0
1187	E07	COMMUNITY WORKER	0	0	13,686	0	47,066-	0
1187	X50	DEPUTY PROBATION OFFICER	0	1,627	76,088	0	110.12	0
* 1187		TOTAL TEMPORARY EMPLOYEES	61,013	1,627	89,774	0	1,817,417	0
1191		OVERTIME	0	0	1,818	0	56.12	0
1192		UNEMPLOYMENT INSURANCE	6,530	73	6,313	0	1,024,904-	0
1193		PREMIUM PAY	9,480	165	13,767	0	557,455-	0
							92.72	0
							4,287-	0
							145.22	

DAFR8030 1 246 AP14 01 0001 SPL1		PY 4(OR4)	4(0B4)	RUN DATE= 07/30/99		TIME= 17.35.23 STARS		
07/30/99 (16.51)		CYCLE 02537	PM OPEN	PP OPEN	PY CLOSED FICHE: 246 0001	0246 17		
		PROBATION DEPARTMENT (246)		VERSION 2.0				
		ALLOTMENT STATUS BY ORGANIZATION AND OBJECT						
		REPORT PERIOD= FISCAL YEAR 99						
*****		*****PAGE 37						
FUND= 0001		GENERAL FUND		DIVISION= 17		ADULT DIVISION		
FUND-DTL=				BUREAU= 03		ADULT SUPERVISION		
BDGT-UNIT= 0246				SECTION=				
PERCENT OF YEAR ELAPSED 0%		*****						
*****		*****						
EXP	ECC	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE		
SOBJ	FABC	ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT		
*****		*****						
						(MEMO)		
						PERCENT USED PRE-ENCUMBRANCE		
*****		*****						
1195		CALL DUTY	6,625	45	5	0	6,620	0
1195	X50	DEPUTY PROBATION OFFICER	0	0	3,450	0	12	0
1195	X52	DEPUTY PROBATION OFFICER	0	0	1,800	0	3,450-	0
* 1195		TOTAL CALL DUTY	6,625	45	5,255	0	1,800-	0
1196		HEALTH INSURANCE	399,872	5,292	428,494	0	79.32	0
1197		FICA - EMPLOYER SHARE	17,355	554	44,434	0	28,622-	0
1198		PERS - RETIREMENT	864,351	9,395	804,208	0	107.22	0
1199		WORKERS' COMPENSATION	105,942	1,252	107,862	0	27,079-	0
* TOTAL 1		SALARIES AND BENEFITS	6,384,044	74,150	6,365,495	0	256.02	0
2111		CLOTHING & PERSONAL SUPP	0	50	137	0	60,143	0
2126		COMM AND TELEPHONE SERVI	0	944	5,807	0	93.02	0
2206		INTERPRETER FEES	0	0	958	0	1,920-	0
2211		MAINTENANCE - EQUIPMENT	47,972	0	17,910	17,800	101.82	0
2285		MISCELLANEOUS EXPENSE	1,000	1,478	3,052	0	79.32	0
2301		OFFICE EXPENSE	0	0	581	0	28,622-	0
2329		CONTRACT SERVICES	100,000	0	0	0	256.02	0
2331		DATA PROCESSING SERVICES	0	0	8,684	0	1,920-	0
2451		RENTS AND LEASES - EQUIP	31,850	0	0	0	101.82	0
2501		SMALL TOOLS AND INSTRUME	23,837	1001	22,766	3,919	93.02	0
2547		EDUCATION EXPENSE	0	267	1,160	0	1,920-	0

DAFR8030 1 246 API4 01 0001 SPL1 PY 4(OR4) 4(0B4)				RUN DATE= 07/30/99 TIME= 17.35.23 STARS				
07/30/99 (16.51) CYCLE 02537 PH OPEN PP OPEN PY CLOSED FICHE: 246 0001				0246 17 VERSION 2.0				
PROBATION DEPARTMENT (246)								
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT								
REPORT PERIOD= FISCAL YEAR 99								
*****PAGE 34								
FUND= 0001 GENERAL FUND		DIVISION= 17		ADULT DIVISION				
FUND-DTL=		BUREAU= 02		ADULT INVESTIGATION				
BDGT-UNIT= 0246		SECTION=						
PERCENT OF YEAR ELAPSED . 0%								

EXP	ECC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES-----		OUTSTANDING ENCUMBRANCES	AVAILABLE	(MEMO)
SOBJ	FABC			CURRENT	YEAR-TO-DATE		ALLOTMENT PERCENT USED PRE-ENCUMBRANCE	

1196		HEALTH INSURANCE	339,433	4,411	372,245	0	32,812-	0
							109.72	
1197		FICA - EMPLOYER SHARE	21,438	429	35,609	0	14,171-	0
							166.12	
1198		PERS - RETIREMENT	734,012	8,032	701,220	0	32,792	0
							95.52	
1199		WORKERS' COMPENSATION	90,582	1,296	95,857	0	5,275-	0
							105.82	
* TOTAL 1		SALARIES AND BENEFITS	5,420,600	73,590	5,632,874	0	212,274-	0
							103.92	
2111		CLOTHING & PERSONAL SUPP	0	0	148	0	148-	0
							.02	
2125		COMS TELEPHONE SERVICES	0	360	2,451	0	2,451-	0
							.02	
2126		COMM AND TELEPHONE SERVI	0	62	745	0	745-	0
							.02	
2161		HOUSEHOLD EXPENSE	0	437	437	0	437-	0
							.02	
2206		INTERPRETER FEES	10,000	45	4,092	0	5,908	0
							40.92	
2211		MAINTENANCE - EQUIPMENT	2,300	0	127	0	2,173	0
							5.52	
2285		MISCELLANEOUS EXPENSE	1,000	494	965	0	35	0
							96.52	
2301		OFFICE EXPENSE	0	0	698	0	698-	0
							.02	
2322		PROF AND SPECIAL SERVICE	4,000	0	300	0	3,700	0
							7.52	
2401		PUBLICATIONS AND LEGAL N	0	4,453	4,625	0	4,625-	0
							.02	
2451		RENTS AND LEASES - EQUIP	6,469	809	3,475	0	2,994	0
							53.72	
2501		SMALL TOOLS AND INSTRUME	10,000	0	351	0	9,649	0
							3.52	
2624		SPECIAL DEPARTMENT EXPEN	0	0	265	0	265-	0
							.02	
2751		TRANSPORTATION AND TRAVE	4,000	235	1,375	0	2,625	0
							34.42	
2752		AUTOMOBILE MILEAGE	9,000	399	7,082	0	1,918	0
							78.72	

DAFR8030 1 246 API4 01 0001 SPL1 PY 4(OR4) 4(0B4)				RUN DATE= 07/30/99 TIME= 17.35.23 STARS				
07/30/99 (16.51) CYCLE 02537 PH OPEN PP OPEN PY CLOSED FICHE: 246 0001				0246 17 VERSION 2.0				
PROBATION DEPARTMENT (246)								
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT								
REPORT PERIOD= FISCAL YEAR 99								
*****PAGE 35								
FUND= 0001 GENERAL FUND		DIVISION= 17		ADULT DIVISION				
FUND-DTL=		BUREAU= 02		ADULT INVESTIGATION				
BDGT-UNIT= 0246		SECTION=						
PERCENT OF YEAR ELAPSED 0%								

EXP	ECC	TITLE	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)
SOBJ	FABC		ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PRE-ENCUMBRANCE

2756		GARAGE AUTOMOBILE SERVIC	2,531	2,173	17,554	0	15,023-	0
							693.62	
2952		SERVICES & SUPPLIES - OT	10,000	0	0	0	10,000	0
							.02	
2963		PC SOFTWARE	0	0	6,766	0	6,766-	0
							.02	
2993		TRANSPORTATION	0	225	2,690	0	2,690-	0
							.02	
* TOTAL 2		SERVICES AND SUPPLIES	59,300	9,692	54,146	0	5,154	0
							91.32	
7300		REIMB - PROFESSIONAL & S	41,275-	11,415-	30,611-	0	10,664-	0
							74.22	
* TOTAL 7		EXPENDITURE REIMBURSEMENT	41,275-	11,415-	30,611-	0	10,664-	0
							74.22	
* TOTAL 02		ADULT INVESTIGATION	5,438,625	71,867	5,656,409	0	217,784-	0
							104.02	

3724

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 99

*****PAGE 38

FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
FUND-DTL= 0246 BUREAU= 03 ADULT SUPERVISION
BDCT-UNIT= 0246
PERCENT OF YEAR ELAPSED 0%

EXP SOBJ FABC	ECC TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED	(MEMO) PRE-ENCUMBRANCE
2574	MEMBERSHIP DUES	0	0	75	0	75-0
2585	EXTERNAL PRINTING AND RE	2,000	0	0	0	2,000-0
2586	PRINTING AND REPRODUCTIO	0	0	3,000	0	3,000-0
2624	SPECIAL DEPARTMENT EXPEN	0	105	595	0	595-0
2751	TRANSPORTATION AND TRAVE	1,000	504	2,331	0	1,531-0
2752	AUTOMOBILE MILEAGE	7,400	51	2,514	0	233.12-0
2756	GARAGE AUTOMOBILE SERVIC	109,116	455	89,928	0	4,886-0
						34.02-0
						19,188-0
						82.42-0
* TOTAL 2	SERVICES AND SUPPLIES	324,175	4,555	159,498	21,719	142,958-0
						55.92-0
7300	REIMB - PROFESSIONAL & S	154,198-	36,690-	135,552-	0	18,646-0
						87.92-0
* TOTAL 7	EXPENDITURE REIMBUSEMENT	154,198-	36,690-	135,552-	0	18,646-0
						87.92-0
* TOTAL 03	ADULT SUPERVISION	6,554,021	42,015	6,389,441	21,719	142,861-0
						97.82-0

3726

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 99

*****PAGE 39

FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
FUND-DTL= 0246 BUREAU= 04 MEN'S WORK FURLOUGH
BDCT-UNIT= 0246
PERCENT OF YEAR ELAPSED 0%

EXP SOBJ FABC	ECC TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES----- CURRENT YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT PERCENT USED	(MEMO) PRE-ENCUMBRANCE
1183	RETIREE MEDICAL EXPENSE	33,117	360	46,231	0	13,114-0
1184	SALARY SAVINGS FACTOR	55,798-	0	0	0	139.62-0
1185 H56	HEAD COOK	46,766	486	46,523	0	55,798-0
1185 H59	COOK II	102,663	394	54,561	0	243-0
1185 H66	FOOD SERVICE WORKER II	4,375	364	30,957	0	99.52-0
1185 X25	SUPERVISING GROUP COUNSE	239,812	2,200	235,679	0	48,102-0
1185 X27	SENIOR GROUP COUNSELOR	598,233	5,449	499,515	0	53.12-0
1185 X28	GROUP COUNSELOR II	0	1,014	91,746	0	26,582-0
1185 X44	PROBATION MANAGER	81,633	848	81,097	0	707.62-0
1185 X50	DEPUTY PROBATION OFFICER	0	662	26,689	0	4,133-0
1185 X53	DEPUTY PROBATION OFFICER	0	0	1,608	0	98.32-0
* 1185 TOTAL	PERMANENT EMPLOYEES	1,073,482	11,417	1,068,375	0	98,718-0
1186	SALARIES WITHOUT BENEFIT	9,661	0	0	0	83.52-0
1187	TEMPORARY EMPLOYEES	81,000	6,752-	18,164-	0	91,746-0
1187 X27	SENIOR GROUP COUNSELOR	0	351	27,501	0	99.52-0
1187 X29	GROUP COUNSELOR I	0	946	100,776	0	536-0
* 1187 TOTAL	TEMPORARY EMPLOYEES	81,000	5,455-	110,113	0	99.32-0
1191	OVERTIME	18,000	1,713	52,087	0	26,689-0
1192	UNEMPLOYMENT INSURANCE	1,600	1,687	0	0	99.52-0
1193	PREMIUM PAY	30,558	30,834	0	0	99.52-0

103
108

EXHIBIT F

ORIGINAL AS FILED

State Controller's Office

Mandated Cost Manual

CLAIM FOR PAYMENT

Pursuant to Government Code Section 17561
DOMESTIC VIOLENCE TREATMENT SERVICES
AUTHORIZATION AND CASE MANAGEMENT

For State Controller Use Only

(19) Program Number 00177

(20) Date File

(21) LRS Input

(01) Claimant Identification Number

9943

AUDITOR-CONTROLLER
COUNTY OF SANTA CLARA
70 W HEDDING ST, EAST WING
SAN JOSE CA 95110

Reimbursement Claim Data

(22) DVTS-1, (03)(a)

17

(23) DVTS-1, (03)(b)

3259

(24) DVTS-1, (04)(1)(f)

163,666

(25) DVTS-1, (04)(2)(f)

93,889

(26) DVTS-1, (04)(3)(f)

139,576

(27) DVTS-1, (06)

99.50%

(28)

(29)

(30)

(31)

(32)

(33)

(34)

(35)

(36)

(37)

Type of Claim

Estimated Claim

Reimbursement Claim

(03) Estimated ☒

(09) Reimbursement ☒

(04) Combined ☐

(10) Combined ☐

(05) Amended ☐

(11) Amended ☐

Fiscal Year of Cost

(06) 2000/2001

(12) 1999/2000

Total Claimed Amount

(07) 650,000

(13) 789,289

Less: 10% Late Penalty, not to exceed \$1,000

(14)

Less: Estimated Claim Payment Received

(15) 650,000

Net Claimed Amount

(16) 139,289

Due from State

(08) 650,000

(17) 139,289

Due to State

(18) - 0 -

(38) CERTIFICATION OF CLAIM

In accordance with the provisions of Government Code § 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for costs mandated by Chapter 183, Statutes of 1992, Chapter 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995; and certify under penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.

I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 183, Statutes of 1992, Chapter 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995.

The amounts for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapter 183, Statutes of 1992, Chapter 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995, set forth on the attached statements.

Signature of Authorized Representative

Date

JOHN CAVALLI

01/11/01

CHIEF PROBATION OFFICER

Type or Print Name

Title

(39) Name of Contact Person for Claim

Telephone Number (408) 435 - 2265 Ext.

ANDY BALANCE

E-mail Address

abalance@LNGATE.apd.co.santa-clara.ca.us

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT CLAIM SUMMARY						FORM DVTS-1
(01) Claimant SANTA CLARA COUNTY PROBATION DEPARTMENT		(02) Type of Claim Reimbursement <input checked="checked" type="checkbox"/> X Estimated <input type="checkbox"/>			Fiscal Year 1999 / 2000	
(03) (a) Number of vendor applications reviewed during the fiscal year of claim						17
(b) Number of domestic violence cases for which the victim was notified pursuant to Penal Code Section 1203.097(b)(4) during the fiscal year of claim						3,259
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Training and Travel	(e) Fixed Assets	(f) Total
1. Administration and Regulation of Batterers' Treatment Programs	135,836	27,830				163,666
2. Victim Notification	77,924	15,965				93,889
3. Assessing Future Probability of Defendant Committing Murder	115,842	23,733				139,576
(05) Total Direct Costs	329,603	67,528				397,131
Indirect Costs						
(06) Indirect Cost Rate	{From ICRP}					99.50%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or line [(06) x line {(05)(a) + line (05)(b)}]					395,158
(08) Total Direct and Indirect Costs	[Line (05)(f) + line (07)]					792,289
Cost Reduction						
(09) Less: Offsetting Savings, if applicable						(3,000)
(10) Less: Amount Received from Penal Code 1203.097 (c)(5)(B) and other Applicable Reimbursements						
(11) Total Claimed Amount	[Line (08) - (Line (09) + Line (10))]					789,289

MANDATED COSTS
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
COMPONENT/ACTIVITY COST DETAIL

FORM
DVTS-2

1) Claimant **SANTA CLARA COUNTY**
PROBATION DEPARTMENT

(02) Fiscal Year Costs Were Incurred

1999 - 2000

3) Reimbursable Components: Check only one box per form to identify the component being claimed.

☒

Administration and Regulation of Batterers' Treatment Programs

☐

Victim Notification

☐

Assessing Future Probability of Defendant Committing Murder

4) Description of Expenses: Complete columns (a) through (h).

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment		
Various Deputy Probation Officers - Process new applications and review application corrections. Conduct onsite administrative and group reviews. - Provide progress report evaluations, editing standards and policy reviews. - Prepare meeting agendas, minutes and reports for Certification meetings. - Prepare notification of approval, renewal, suspension, and or revocations. - Respond to in-house and public inquiries and miscellaneous correspondence. - Meet and confer with other criminal justice agencies and victim advocacy programs. - Staff training regarding administration and regulation of batterers programs. - Provide resources to victims in the form of handbooks.	39.01	3,482	135,836	27,830					
05) Total	<input checked="" type="checkbox"/>	Subtotal		Page: 1 of 1	135,836	27,830	0	0	0

1127

MANDATED COSTS
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
COMPONENT/ACTIVITY COST DETAIL

FORM
DVTS-2

(01) Claimant **SANTA CLARA COUNTY PROBATION DEPARTMENT** (02) Fiscal Year Costs Were Incurred
 1999 - 2000

(03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☐

Administration and Regulation of Batterers' Treatment Programs

☒

Victim Notification

☐

Assessing Future Probability of Defendant Committing Murder

(04) Description of Expenses: Complete columns (a) through (h).

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment
Various Deputy Probation Officers - Process victim notifications regarding the requirements for the defendant's participation in a batterers program. - Process notifications to victims regarding available victim resources. - Provide information to the victims that attendance to any of the programs does not guarantee that an abuser will no longer be violent.	39.01	1,997	77,924	15,965			
(05) Total	<input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>	Page: 1 of 1	77,924	15,965	0	0	0

MANDATED COSTS
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
COMPONENT/ACTIVITY COST DETAIL

FORM
DVTS-2

01) Claimant **SANTA CLARA COUNTY PROBATION DEPARTMENT** (02) Fiscal Year Costs Were Incurred
 1999 - 2000

03) Reimbursable Components: Check only one box per form to identify the component being claimed.

☐ Administration and Regulation of Batterers' Treatment Programs
☐ Victim Notification ☒ Assessing Future Probability of Defendant Committing Murder

04) Description of Expenses: Complete columns (a) through (h).

Object Accounts

(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment		
Various Deputy Probation Officers - Assist in evaluating and selection of a homicidal risk assessment instrument. - Assess or evaluate defendants for the possibility of committing murder in the future. - Perform interviews and investigate dependants.	39.01	2,969	115,842	23,733					
(05) Total	<input checked="" type="checkbox"/>	Subtotal		Page: 1 of 1	115,842	23,733	0	0	0

11409

CALCULATION OF PRODUCTIVE HOURLY AND BENEFIT RATES**FY00 for 3724 & 3726**

DAFR8030		# of PO's	X50/X52/X53		X48	X44
Salaries (1185)					Salaries (1185)	Salaries (1185)
W85	126,250	14/99	145	16	1,171,028	167,945
X50	7,887,227 *	07/99	142	15		
		26/98	143	15		
		20/98	140	15		
		15/98	137	15		
	8,013,477		705	76	# of Employees	# of Employees
		Avg. Empl	141		15.2	2

* - Includes X52 & X53's

Average Salaries**59,106****77,847****CALCULATION OF BENEFIT RATE**

		X50's	X44/X48
1183	\$ 1,878/Empl	1,878	1,878
1196	\$ 5,042/Empl	5,042	5,042
1198	0.07	4,137	5,449
1199	0.0169	999	1,316
1192	0.0009	53	70
		12,110	13,755
Benefit Rate		20.49%	17.67%

TOTAL REGULAR HOURS

2,080

1. Vacation/STO Earned	248	
2. Sick Leave Earned	64	
3. Paid Holiday	88	
4. Authorized Breaks	101	
5. Training , etc.	40	
6. Staff Meeting	24	565
		1,515

Productive Hourly Rate**X50's****\$ 39.01****X44/X48****\$ 51.38**

Note: 11/20/97:

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BREAK CALCULATION: (Reg. Hours - (VacSTO + SL + Pd Hol + Training + Mtg))

** (2080-(248+64+88+40+24)) = 1616/8 = 202*.5 = 101

CHAPTERS 183/92, 184/92, 28/94, and 641/95 - DOMESTIC VIOLENCE TREATMENT SERVICES

APPLICATION FEES - FY99-00

1161

AMENDED

State Controller's Office

Mandated Cost Manual

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 DOMESTIC VIOLENCE TREATMENT SERVICES AUTHORIZATION AND CASE MANAGEMENT				For State Controller Use Only	
(01) Claimant Identification Number 9943				(19) Program Number	00177
(02) Mailing Address				(20) Date Filed	___/___/___
Claimant Name AUDITOR-CONTROLLER				(21) LRS Input	___/___/___
County of Location COUNTY OF SANTA CLARA					
Street Address or P.O. Box					
City 70 W. HEDDING ST					
State CA					
Zip Code 95110					
(22) DVTS-1, (03)(a)				17	
(23) DVTS-1, (03)(b)				3,259	
(24) DVTS-1, (04)(1)(d)				165,199	
(25) DVTS-1, (04)(2)(d)				94,768	
(26) DVTS-1, (04)(3)(d)				140,882	
Type of Claim	Estimated Claim		Reimbursement Claim		(27) DVTS-1, (06)
(03) Estimated	<input type="checkbox"/>		(09) Reimbursement	<input type="checkbox"/>	
(04) Combined	<input type="checkbox"/>		(10) Combined	<input type="checkbox"/>	
(05) Amended	<input type="checkbox"/>		(11) Amended	<input checked="" type="checkbox"/>	
Fiscal Year of Cost	(06) 2000-2001		(12) 1999-2000	(31)	
Total Claimed Amount	(07)		(13) \$796,707	(32)	
LESS: 10% Late Penalty, but not to exceed \$1,000 (if applicable)			(14)	(33)	
LESS: Estimated Claim Payment Received			(15)	(34)	
Net Claimed Amount			(16)	(35)	
Due from State	(08)		(17)	(36)	
Due to State			(18)	(37)	
(38) CERTIFICATION OF CLAIM					
In accordance with the provisions of Government Code 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for costs mandated by Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995, and certify under the penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.					
I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 183/92, Chapter 184/92, Chapter 28/94, and Chapter 641/95					
The amount for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995, set forth on the attached statements.					
Signature of Authorized Representative				Date	
ANDY BALANCE				10/25/01	
Print or type name				DEPT. FISCAL OFFICER	
CHAMPA MANIAN				Title	
(39) Name of Contact Person for Claim				408-468-1817	
				Telephone Number	

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT CLAIM SUMMARY						FORM DVTS-1
(01) Claimant SANTA CLARA COUNTY PROBATION DEPARTMENT		(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year 1999 / 2000	
(03) (a) Number of vendor applications reviewed during the fiscal year of claim						17
(b) Number of domestic violence cases for which the victim was notified pursuant to Penal Code Section 1203.097(b)(4) during the fiscal year of claim						3,259
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Training and Travel	(e) Fixed Assets	(f) Total
1. Administration and Regulation of Batterers' Treatment Programs	135,836	29,362				165,199
2. Victim Notification	77,924	16,844				94,768
3. Assessing Future Probability of Defendant Committing Murder	115,842	25,040				140,882
(05) Total Direct Costs	329,603	71,246				400,849
Indirect Costs						
(06) Indirect Cost Rate	[From ICRP]					99.50%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or line [(06) x line {(05)(a) + line (05)(b)}]					398,858
(08) Total Direct and Indirect Costs	[Line (05)(f) + line (07)]					799,707
Cost Reduction						
(09) Less: Offsetting Savings, if applicable						(3,000)
(10) Less: Amount Received from Penal Code 1203.097 (c)(5)(B) and other Applicable Reimbursements						
(11) Total Claimed Amount	[Line (08) - (Line (09) + Line (10))]					796,707

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL							FORM DVTS-2
(01) Claimant SANTA CLARA COUNTY PROBATION DEPARTMENT		(02) Fiscal Year Costs Were Incurred 1999 - 2000					
(03) Reimbursable Components: Check only one box per form to identify the component being claimed.							
<input checked="checked" type="checkbox"/> Administration and Regulation of Batterers' Treatment Programs <input type="checkbox"/> Victim Notification <input type="checkbox"/> Assessing Future Probability of Defendant Committing Murder							
(04) Description of Expenses: Complete columns (a) through (h).				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment
Various Deputy Probation Officers - Process new applications and review application corrections. Conduct onsite administrative and group reviews. - Provide progress report evaluations, editing standards and policy reviews. - Prepare meeting agendas, minutes and reports for Certification meetings. - Prepare notification of approval, renewal, suspension, and or revocations. - Respond to in-house and public inquiries and miscellaneous correspondence. - Meet and confer with other criminal justice agencies and victim advocacy programs. - Staff training regarding administration and regulation of batterers programs. - Provide resources to victims in the form of handbooks.	39.01	3,482	135,836	29,362			
(05) Total <input checked="checked" type="checkbox"/> Subtotal <input type="checkbox"/> Page: <u> 1 </u> of <u> </u>			135,836	29,362	0	0	0

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL						FORM DVTS-2	
(01) Claimant SANTA CLARA COUNTY PROBATION DEPARTMENT			(02) Fiscal Year Costs Were Incurred <div style="text-align: right;">1999 - 2000</div>				
(03) Reimbursable Components: Check only one box per form to identify the component being claimed.							
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Administration and Regulation of Batterers' Treatment Programs </div> <div> <input checked="" type="checkbox"/> Victim Notification </div> <div> <input type="checkbox"/> Assessing Future Probability of Defendant Committing Murder </div> </div>							
(04) Description of Expenses: Complete columns (a) through (h).				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment
Various Deputy Probation Officers - Process victim notifications regarding the requirements for the defendant's participation in a batterers program. - Process notifications to victims regarding available victim resources. - Provide information to the victims that attendance to any of the programs does not guarantee that an abuser will no longer be violent.	39.01	1,997	77,924	16,844			
(05) Total <input checked="" type="checkbox"/> Subtotal <input type="checkbox"/>			77,924	16,844	0	0	0

Chapters 183/92, 184/92, 28/94, and 641/95

CALCULATION OF PRODUCTIVE HOURLY AND BENEFIT RATES

FY00 for 3724 & 3726

DAFR8030		# of PO's	X48		X44	
Salaries (1185)			X50/X52/X53	Salaries (1185)	Salaries (1185)	
W85	126,250	14/99	145	16	1,171,028	167,945
X50	7,887,227 *	07/99	142	15		
		26/98	143	15		
		20/98	140	15		
		15/98	137	15		
	<u>8,013,477</u>		<u>705</u>	<u>76</u>	# of Employees	# of Employees
* - Includes X52 & X53's		Avg. Empl	<u>141</u>	<u>15.2</u>	<u>2</u>	

Average Salaries

59,106

77,847

CALCULATION OF BENEFIT RATE

		X50's	X44/X48
1183	\$ 1,878/Empl	1,878	1,878
1196	\$ 5,042/Empl	5,042	5,042
1198	0.07	4,137	5,449
1199	0.0169	999	1,316
1192	0.0009	53	70
(1) 1197	0.0145	667	878
		<u>12,776</u>	<u>14,633</u>
Benefit Rate		21.62%	18.80%

TOTAL REGULAR HOURS

2,080

1. Vacation/STO Earned	248	
2. Sick Leave Earned	64	
3. Paid Holiday	88	
4. Authorized Breaks	101	
5. Training , etc.	40	
6. Staff Meeting	24	565
		<u>1,515</u>

Productive Hourly Rate

X50's

\$ 39.01

X44/X48

\$ 51.38

Note: 11/20/97:

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** (2080-(248+64+88+40+24)) = 1616/8 = 202*.5 = 101

117

- (1) Medicare portion of FICA applies only to Probation Officers hired after 4/1/86. Based on a review of Probation Officers on staff in fiscal year 1992, 22.2% were employed prior to 4/1/86. Accordingly, annual FICA benefits have been proportionately reduced.

CALCULATION OF PRODUCTIVE HOURLY AND BENEFIT RATES

FY00 for 3724 & 3726

DAFR8030		# of PO's	X50/X52/X53	X48	X44
Salaries (1185)				Salaries (1185)	Salaries (1185)
W85	126,250	14/99	145	16	1,171,028
X50	7,887,227 *	07/99	142	15	167,945
		26/98	143	15	
		20/98	140	15	
		15/98	137	15	
			705	76	
		Avg. Empl	141	# of Employees	# of Employees
				15.2	2
Average Salaries					
			59,106		77,847

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		X50's	X44/X48
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Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1999 through June 30, 2001
Audit ID# 003-MCC-0002

Analysis of Indirect Cost Rate Calculation 1999-2000

<u>Description of Cost</u>	<u>Claimed Indirect Costs</u>	<u>Allowable per Audit</u>	<u>Adjustments</u>
Salaries and Benefits	3,987,854	3,987,854	-
Services and Supplies	1,352,202	1,352,202	-
General Admin Cost Allocation	1,745,097	1,745,097	-
Cost Plan Costs Allocation	<u>3,738,083</u>	<u>2,014,494</u>	<u>1,723,589</u>
Total Indirect Costs	<u><u>10,823,236</u></u>	<u><u>9,099,647</u></u>	<u><u>1,723,589</u></u>
Claimed Direct Labor	10,877,285	10,877,285	-
Indirect cost rate	99.50%	83.66%	15.85%

Revised
 Difference
 to
 revised for

INDIRECT COST RATE PROPOSAL
PROBATION DEPARTMENT
ADULT INVESTIGATION & ADULT SUPERVISION
CHAPTERS 183/92, 184/92, 28/94, and 64/195 - DOMESTIC VIOLENCE TREATMENT SERVICES
AUTHORIZATION AND CASE MANAGEMENT
(FY 00 ACTUAL)
SOURCE: DAFR8030 - Costs of Adult Admin & Supp. Investigation & Supervision

DESCRIPTION OF COST		TOTAL COST	EXCLUDABLE UNALLOWABLE COST	ALLOWABLE INDIRECT COST	ALLOWABLE DIRECT COST
SALARIES AND BENEFITS					
Salaries & Wages	1185,1187,1193,1195	12,022,067		3,079,771	8,942,296
Overtime	1191, 1391	3,197	0	1,424	1,773
Benefits	1183,1192,1196,1197,1198,1199	2,839,879		906,663	1,933,216
SUBTOTAL		14,865,143	0	3,987,858	10,877,285
SERVICES & SUPPLIES					
Telephone Services	2124,2125,2126	113,833		113,833	
Maintenance-Equip & Struct Imp.	2211,2225	66,470		44,465	22,005
Rents & Leases - Equip & Office	2451,2472	871,329		871,329	0
Small Tools & Inst.	2501	69,349		58,094	11,255
Printing & Reproduction	2585,2586	12,691		12,691	
Automobile Mileage	2752	12,245		12,245	
Garage Auto Services	2756	167,373		167,373	
Others (all other obj. 2)	all other obj. 2	72,172		72,172	0
SUBTOTAL		1,385,462	0	1,352,202	33,260
TOTAL		16,250,605	0	5,340,060	10,910,545
GENERAL ADMIN COST ALLOC					
		1,745,097		1,745,097	
COST PLAN COSTS ALLOCATION					
		3,738,083		3,738,083	
TOTAL COSTS		21,733,785	0	10,823,240	10,910,545
INDIRECT COST RATE 99.50%					

**PROBATION DEPARTMENT
FY00 PROGRAM COST ANALYSIS**

PROGRAM	SALARY & BENEFIT	SRVS & SUPPLS	ADM/SUP ALLOC	GEN/ADM ALLOC	REIMB	VAC/SICK ACCRUAL	COST PLAN ALLOC	TOTAL COST	UNALLOWABLE	REVENUE	NET COST	BED/MAN DAYS	COST PER DAY
JUVENILE DIVISION													
JUVENILE HALL	13,140,137	1,053,224	83,826	3,234,644	(235,295)		1,984,492	19,261,028		385,839	18,875,189	109,144	\$172.94
JAMES RANCH	2,714,980	521,934	141,430	711,298			423,057	4,512,700		150,540	4,362,160	26,994	\$161.60
HOLDEN RANCH	2,665,760	487,069	141,678	712,022			402,116	4,408,645		80,790	4,327,855	27,317	\$158.43
WRIGHT CENTER	2,018,360	459,993	113,452	464,919			310,250	3,366,975		49,315	3,317,660	13,016	\$254.89
JUVENILE SERVICES	5,475,068	1,064,066	752,452	842,529			700,613	8,834,728		7,502	8,827,226		
COMMUNITY SERVICES	5,004,909	2,875,993	667,040	906,469	(61,650)		621,085	10,013,846		3,087,415	6,926,431		
Traffic	88,639	7,613	41,166	544,828			61,689	702,770		11,248	691,522		
EMP/VMMP	308,877	90,510	20,583	55,943			38,330	534,827			534,827	43,405	\$12.32
CRP	154,439	22,064		27,971			19,165	244,222			244,222	18,566	\$13.15
TOTAL JUVENILE DIVISION	31,571,169	6,582,466	1,961,628	7,500,624	(296,945)	0	4,560,797	51,879,740		3,772,649	48,107,091		
ADULT DIVISION													
ADULT INVESTIGATION	4,908,326	55,261	1,975,311	562,585	(65,020)		649,825	8,086,289		0	8,086,289		
Adult Screening	765,385	3,328	100,709	95,085			109,830	1,074,335			1,074,335		
ADULT SUPERVISION	6,118,234	191,903	1,873,500	1,087,428	(132,582)		2,978,428	12,116,910			12,116,910		
WORK FURLOUGH PROGRAM	1,689,464	340,666	170,288	259,299			508,765	2,968,482			2,968,482	80,833	\$36.72
Women's Residential Center	1,088,590	244,615	174,714	172,866			339,177	2,020,062			2,020,062	19,121	\$105.65
TOTAL ADULT DIVISION	14,570,099	835,774	4,294,521	2,177,261	(197,602)	0	4,586,025	26,266,078	0	0	26,266,078		
TOTAL OTHER			57,648	2,093,309			(1,742,469)	408,488		0	408,488		
TOTAL PROBATION DEPT	46,141,268	7,418,240	6,313,798	11,771,195	(494,547)	0	7,404,353	78,554,306	0	3,772,649	74,781,657		

PROBATION DEPARTMENT
COST PLAN COSTS ALLOCATION (FY00) - Revised based on 01/08/99 Cost Plan Report

DESCRIPTION	COST PLAN	UNAL	TRAF	7.0	197.5	35.0	35.0	30.0	79.5	77.0	35.0	83.0	87.0	ADJUSTMENT	TOTAL
BUILDING USE	345,711	0	5,091	143,648	25,457	25,457	21,820	57,623	56,004	1,778	4,216	4,419			345,711
EQUIPMENT USE	69,603	0	732	20,641	3,658	3,658	3,135	8,308	8,047	3,658	8,674	9,092		44,908	69,603
SPACE RENTAL	44,908														44,908
INTERNAL AUDIT	38	0	0	11	2	2	2	5	4	2	5	5			38
COUNTY EXECUTIVE	86,977	0	914	25,793	4,571	4,571	3,918	10,382	10,056	4,571	10,839	11,362			86,977
CONTROLLER I	200,304	0	2,105	59,399	10,526	10,526	9,023	23,910	23,158	10,526	24,963	26,166			200,304
CONTROLLER II	3,191	0	34	946	168	168	144	381	369	168	398	417			3,191
CONTROLLER III	32,474	0	341	9,630	1,707	1,707	1,463	3,876	3,755	1,707	4,047	4,242			32,474
PURCHASING	70,628	0	742	20,944	3,712	3,712	3,181	8,431	8,166	3,712	8,802	9,226			70,628
PERSONNEL	267,812	0	2,815	79,419	14,074	14,074	12,064	31,969	30,963	14,074	33,376	34,984			267,812
LABOR RELATIONS	70,665	0	743	20,955	3,714	3,714	3,183	8,435	8,170	3,714	8,807	9,231			70,665
TRAINING/STAFF DEV	50,896	0	535	15,093	2,675	2,675	2,293	6,075	5,884	2,675	6,343	6,649			50,896
GSA-MAINTENANCE	1,143,714	0	0	459,053	142,417	142,417	94,484	34,106	46,090	200,951	12,099	12,098			1,143,714
GSA-CUSTODIAL & GRD	317,099	0	0	127,274	39,486	39,486	26,196	9,456	12,779	55,715	3,354	3,354			317,099
GSA-UTILITIES	868,454	0	0	348,572	108,141	108,141	71,744	25,898	34,997	152,588	9,187	9,186			868,454
GSA-EMERGENCY	15,630	0	164	4,635	821	821	704	1,866	1,807	821	1,948	2,042			15,630
GSA-CAPITAL PROJECTS	3,175	0		3,175											3,175
GSA-OTHER SERVICES	32,388	0	340	9,605	1,702	1,702	1,459	3,866	3,745	1,702	4,036	4,231			32,388
BUDGET & ANALYSIS	84,628	0	889	25,096	4,447	4,447	3,812	10,102	9,784	4,447	10,547	11,055			84,628
CRIMINAL JUSTICE	654,060	0													654,060
COUNTY COUNSEL	16,934	0	178	5,022	890	890	763	2,021	1,958	890	2,110	2,212			16,934
REVENUE & COLLECTION	1,389,210	0		98,660	46,347	37,879	18,548	0	3,070	229,061	37,243	921,472			1,389,210
OTHER CENTRAL SVCS	26,556	0	279	7,875	1,396	1,396	1,196	3,170	3,070	1,396	3,310	3,469			26,556
ESA-DEPT OVHD/D		0	0	0	0	0	0	0	0	0	0	0			0
TOTAL ALLOCATED	5,795,055	0	15,904	1,485,446	415,909	407,441	279,131	250,081	268,806	805,823	459,117	1,362,488		44,908	5,795,055
PY ADJ - OVERPAYMENT														0	0
PEERS CREDIT															
NET ALLOCATED	5,795,055	0	15,904	1,485,446	415,909	407,441	279,131	250,081	268,806	805,823	459,117	1,362,488		44,908	5,795,055
ROLL FORWARD	608,878	0	1,684	157,293	44,040	43,144	29,557	26,481	28,464	85,328	48,616	144,273			608,878
PROPOSED COSTS	6,403,933	0	17,588	1,642,739	459,950	450,585	308,688	276,562	297,270	891,151	507,733	1,506,761		44,908	6,403,933

✓
2014, 494

Allocation of GSA Charges						
Based on Building Sq. Footage						
Building Address	Description	Sq.Foot	Used By	Index	Allocation	Comments
840 Guadalupe Parkway	Juv. Detention Center 1st Floor	44,000	JH	3706		
840 Guadalupe Parkway	Juv. Detention Center 2nd Floor	5,000	JH	3706		
840 Guadalupe Parkway	Kitchen	8,700	JH	3706		
840 Guadalupe Parkway	Osborn School	9,300	JH	3706		
840 Guadalupe Parkway	JH. 1st Floor	11,000	JH	3706		
840 Guadalupe Parkway	JH. 2nd Floor	11,600	JH	3706		
840 Guadalupe Parkway	Gymnasium	10,000	JH	3706		
	Total JH	99,600			36.437%	Allocated to JH
840 Guadalupe Parkway	Probation Bldg. 2nd Floor	7,400	JS	3702	2.707%	Allocated to Juv. Serv
840 Guadalupe Parkway	Probation Bldg. 3rd Floor	10,000	CS	3708	3.658%	Allocated to Com. Serv.
840 Guadalupe Parkway	Probation Bldg. 1st Floor	4,800	Admn	3720		
840 Guadalupe Parkway	Probation Bldg. 4th Floor	10,000	Admn	3720		
840 Guadalupe Parkway	Lower Level	10,400	Admn	3720		
		25,200			9.219%	Admn. Allocated to all.
19050 Malaguerra	James Ranch	30,900	JR	3714	11.304%	allocated to James Ranch
19050 Malaguerra	Holden Ranch	30,900	HR	3716	11.304%	Alloc. To Holden
295 Bernal Ave, W.	Wright Center	20,500	WC	3718	7.500%	alloc. To Wright
245 George St.	Women's Residential Center	10,400	WRC	3439	3.805%	alloc. To WRC
590 Middlefield	Men's Work Furlough	33,200	MWF	3710	12.146%	alloc. To MWF
270 Grant St. 3rd Floor	North County Office	3,430	Adult			
80 Highland Ave.		700	Adult			
12425 Monterey Rd.	South County Office	1,120	Adult			
		5,250			1.921%	0.95% to Adult Inv. 3724
						0.95% to Adult Supv. 3726
	Tot. Sq.Ft. for County owned bldgs occupied by Probation Dept.	273,350			100.000%	

PROBATION DEPARTMENT

COST PLAN COSTS ALLOCATION (FY00)

DESCRIPTION	COST PLAN	UNAL.	TRAF.	497.5	35.0	35.0	30.0	79.5	77.0	35.0	83.0	87.0	ADJUSTMENT	TOTAL
BUILDING USE	345,711	0	5,091	143,648	25,457	25,457	21,820	57,823	56,004	1,778	4,216	4,419		345,711
EQUIPMENT USE	69,603	0	732	20,641	3,658	3,658	3,135	8,308	8,047	3,658	8,674	9,092	45,745	69,603
SPACE RENTAL	45,745	0											45,745	45,745
INTERNAL AUDIT	36	0	0	11	2	2	2	4	4	2	4	5		36
COUNTY EXECUTIVE	86,644	0	911	25,694	4,553	4,553	3,903	10,343	10,017	4,553	10,798	11,318		86,644
CONTROLLER I	240,082	0	2,523	71,195	12,617	12,617	10,815	28,658	27,757	12,617	29,920	31,362		240,082
CONTROLLER II	3,193	0	34	947	168	168	144	381	369	168	398	417		3,193
CONTROLLER III	28,629	0	301	8,490	1,505	1,505	1,290	3,417	3,310	1,505	3,568	3,740		28,629
PURCHASING	67,659	0	711	20,064	3,556	3,556	3,048	8,076	7,822	3,556	8,432	8,838		67,659
PERSONNEL	427,321	0	4,491	126,721	22,457	22,457	19,249	51,009	49,405	22,457	53,255	55,821		427,321
LABOR RELATIONS	99,065	0	1,041	29,377	5,206	5,206	4,462	11,825	11,453	5,206	12,346	12,941		99,065
TRAINING/STAFF DEV	52,823	0	555	15,664	2,776	2,776	2,379	6,305	6,107	2,776	6,583	6,900		52,823
GSA-MAINTENANCE	1,150,590	0	12,093	341,203	60,466	60,466	51,828	137,345	133,026	60,466	143,392	150,302		1,150,590
GSA-CUSTODIAL & GRD	318,690	0	3,380	94,506	16,748	16,748	14,355	38,042	36,846	16,748	39,717	41,631		318,690
GSA-UTILITIES	869,037	0	9,134	257,710	45,670	45,670	39,146	103,736	100,474	45,670	108,303	113,523		869,037
GSA-EMERGENCY	15,714	0	185	4,660	826	826	708	1,876	1,817	826	1,958	2,053		15,714
GSA-CAPITAL PROJECTS	424,205	0	4,459	125,797	22,293	22,293	19,108	50,637	49,045	22,293	52,866	55,414		424,205
GSA-OTHER SERVICES	44,961	0	473	13,333	2,363	2,363	2,025	5,367	5,198	2,363	5,603	5,873		44,961
BUDGET & ANALYSIS	71,823	0	755	21,299	3,774	3,774	3,235	8,573	8,304	3,774	8,951	9,382		71,823
CRIMINAL JUSTICE	661,612	0	6,954	196,199	34,769	34,769	29,802	78,976	76,493	34,769	82,453	86,427		661,612
COUNTY COUNSEL	15,028	0	158	4,457	790	790	677	1,794	1,737	790	1,873	1,963		15,028
REVENUE & COLLECTION	3,018,815	0		214,393	100,714	82,312	40,307	0		497,759	80,931	2,002,399		3,018,815
OTHER CENTRAL SVCS	26,493	0	278	7,856	1,392	1,392	1,193	3,162	3,063	1,392	3,302	3,461		26,493
ESA-DEPT OVRDID		0		0	0	0	0	0	0	0	0	0		0
TOTAL ALLOCATED	8,083,479	0	54,209	1,743,865	371,759	353,357	272,631	615,661	596,300	745,126	667,543	2,617,282	45,745	8,083,479
PV ADJ - OVERPAYMENT													0	0
PERS CREDIT	(1,788,214)												(1,788,214)	(1,788,214)
NET ALLOCATED	6,295,265	0	54,209	1,743,865	371,759	353,357	272,631	615,661	596,300	745,126	667,543	2,617,282	(1,742,469)	6,295,265
ROLL FORWARD	1,109,088	0	7,480	240,627	51,297	48,758	37,619	84,952	82,281	102,816	92,111	361,146		1,109,088
PROPOSED COSTS	7,404,353	0	61,689	1,984,492	423,057	402,116	310,250	700,613	678,581	847,942	759,654	2,978,428	(1,742,469)	7,404,353

3,738,083

PROBATION DEPARTMENT

(FY 00 ACTUAL)

SOURCE: DAFR8030 - Costs of Adult Admin & Supp, Investigation & Supervision

SALARIES AND BENEFITS

Class	Title	1185	1187	TOTAL	Allowable Indirect Costs	Allowable Direct Costs
<u>ADMIN & SUPPORT</u>						
	TOTAL	2,098,721	173,592	2,272,313	2,272,313	
	Premium Pay (1193,1195,1391)			22,825	22,825	
	Overtime (1191, 1391)			1,424	1,424	
	Benefits (1183,1192,1196, 1197,1198,1199)			776,636	776,636	
	SUBTOTAL			3,073,198		
<u>ADULT INVESTIGATION</u>						
X44	Probation Manager	81,491		81,491	81,491	
X48	Supv Probation Officer	567,953		567,953	567,953	
X5x	Deputy Prob Officer (W85)	3,794,906	69,743	3,864,649		3,864,649
X27	Sr Group Counselor	4,187		4,187	4,187	-
Q96	Training Instructor / Others	27,430	1,981	29,411	1,981	27,430
E19	Prob Community Worker	125,484	14,250	139,734		139,734
	SUBTOTAL	4,601,451	85,974	4,687,425		
	Premium Pay (1193,1195,1391)			11,484		11,484
1191	Overtime			274		274
	Benefits(1183,1192,1196, 1197,1198,1199)			974,528	114,752	859,776
	SUBTOTAL			5,673,711		
<u>ADULT SUPERVISION</u>						
E19	Prob Comm Worker	75,110		75,110		75,110
Q94	Probation Comm Worker	42,338		42,338		42,338
W82	Supv Probation Officer			-		-
W85	Dep Probation Officer	126,250		126,250		126,250
X27	Sr Group Counselor	42,567		42,567	42,567	-
X2x	Group Counselor I/II	7,613		7,613		7,613
X44	Probation Manager	86,454		86,454	86,454	
X48	Supv Probation Officer	596,535	6,540	603,075		603,075
X50	Deputy Probation Officer	3,927,792	94,786	4,022,578		4,022,578
	SUBTOTAL	4,904,659	101,326	5,005,985		
	Premium Pay (1193,1195,1391)			23,291		23,291
1191	Overtime			243		243
	Benefits(1183,1192,1196, 1197,1198,1199)			1,088,715	15,276	1,073,439
	SUBTOTAL			6,118,234		
TOTAL (Salaries & Benefits)				14,865,143		
TOTAL (Direct & Indirect Costs)					3,987,858	10,877,285

ADULT PROBATION
FISCAL YEAR 2000

ESBJ	DESCRIPTION	37/12 Adm/Supr	37/21 Investigation	37/26 Supervision	TOTAL
1183	RETIREE MEDICAL EXPENSE	108,558	141,843	159,076	409,477
1185	PERMANENT EMPLOYEES	2,098,721	✓ 4,601,451	4,904,659	11,604,831
1187	TEMPORARY HELP	173,592	✓ 85,974	101,326	360,892
1191	OVERTIME	1,338	274	243	1,855
1192	UNEMPLOYMENT INSURANCE	1,600	3,271	3,497	8,368
1193	PREMIUM PAY	22,825	✓ 11,484	15,930	50,239
1195	CALL DUTY			6,105	6,105
1196	HEALTH INSURANCE	321,152	404,855	462,518	1,188,525
1197	FICA-EMPLOYER SHARE	165,276	40,278	49,861	255,415
1198	PERS-RETIREMENT	140,565	303,351	327,375	771,291
1199	WORKERS' COMPENSATION	39,485	80,930	86,388	206,803
1391	HOLIDAY OVERTIME	86		1,256	1,342
Object 1		3,073,198	5,673,711	6,118,234	14,865,143
2100	TRAINING-SERV & SUPPLIES			149	149
2111	CLOTHING & PERS. EXPENSE	87	225	2,659	2,971
2125	INTERNAL TELEPHONE SRVCS	15,896	8,385		24,281
2126	COMM & TELEPHONE SRVCS	75,185	2,237	12,130	89,552
2206	INTERPRETER FEES		1,581	1,480	3,061
2211	MAINTENANCE - EQUIPMENT	41,993		22,005	63,998
2225	MAINT-STRUCT IMP. & GRD.	2,472			2,472
2251	MED, DENTAL & LAB SUPPLIES	130	493		623
2285	MISCELLANEOUS EXPENSE	726	884	256	1,866
2301	OFFICE EXPENSE	30,993	1,067	951	33,011
2322	PROF AND SPECIAL SERVICE	900			900
2331	DATA PROCESSING SERVICES			1,617	1,617
2401	PUBLICITY'S & LEGAL NOTICES	385	555	25	965
2451	RENTS & LEASES - EQUIPMENT	49,125	2,218		51,343
2455	SHOP SUPPLIES	457			457
2472	OFFICE RENTS	819,986			819,986
2501	SMALL TOOLS & INSTRUM.	58,094	1,128	10,127	69,349
2574	MEMBERSHIP DUES	35			35
2585	EXTERNAL PRINTING	(520)			(520)
2586	PRINTING & REPRODUCTION	12,460		751	13,211
2624	SPECIAL DEPT. EXPENSE	485	858	2,140	3,483
2751	TRANSPORTATION & TRAVEL	861	9,116	2,980	12,957
2752	AUTOMOBILE MILEAGE	2,149	8,499	1,597	12,245
2756	GARAGE AUTO SERVICES	16,742	17,634	132,997	167,373
2963	PC SOFTWARE	6,766			6,766
2991/2	EXTERNAL POSTAGE	14			14
2993	TRANSPORTATION	6	3,709	39	3,754
Object 2		1,135,427	58,589	191,903	1,385,919
7300	REIMB-PROF & SPECIAL SRVCS	0	(65,020)	(132,582)	(197,602)
Object 7		0	(65,020)	(132,582)	(197,602)
	TOTAL	4,208,625	5,667,280	6,177,555	16,053,460

JOHN CAVALLI
(246) 845.5 - POSITIONS

JUVENILE DIVISION GLENN ARIMA 290 - POSITIONS	JUVENILE DETENTION DIV PAT SHANNON 178.5 - POSITIONS	ADMINISTRATIVE DIV ANN CLARKE 105.5 - POSITIONS	ADULT DIVISION GARY SANCHEZ 271.5 - POSITIONS
JUVENILE ADMIN & SUPPORT 3705 - GLENN ARIMA 46.5 - POSITIONS	JUV HALL ADMIN & SUPPORT 3706/07 - PAT SHANNON 19.5 - POSITIONS	GENERAL ADMINISTRATION 1 - CHIEF PROBATION OFFICER 1 - ADMIN SERVICES MANAGER 1 - SECRETARY III 2 - SECRETARY II	ADULT ADMIN & SUPPORT 3712 - GARY SANCHEZ 73.5 - POSITIONS
ADMINISTRATION 1 - DEPUTY CHIEF PO 1 - POSITION	ADMINISTRATION 1 - JH SUPERINTENDENT 1 - SECRETARY II 2 - POSITIONS	INFORMATION SYSTEM 1 - INFORMATION SYSTEM MGR 1 - DEPT INFO SYSTEM SPEC II 5 - DEPT INFO SYSTEM SPEC I 3 - DEPT INFO SYSTEM ANALYST 1 - PROGRAMMING ANALYST II 5 - ADVANCED CLERK TYPIST	ADMINISTRATION 1 - DEPUTY CHIEF PO 1 - ADMIN SUPP OFFICER 1 - SECRETARY II 1 - SECRETARY I 2 - POSITIONS
DEPT INFO INST SUPPORT 1 - ADMIN SUPP OFFICER 5 - SUPERVISING CLERK 5 - TRANSCRIPTIONIST 24.5 - ADV CLERK TYPIST 1 - CLERK TYPIST 2 - LAW ENF. RECORD CLERK 6 - JUSTICE SYSTEMS CLERK 1 - DATA ENTRY OPERATOR 35.5 - POSITIONS	JUVENILE HALL SUPPORT 1 - ADMIN SUPP OFFICER 1 - SUPERVISING CLERK 1 - RECEPTIONIST 2 - ACCOUNT CLERK II 4.5 - LAW ENFORC. CLERK 7 - ADV CLERK TYPIST 16.5 - POSITIONS	PUBLIC INFORMATION OFF/EVAL 1 - SR MANAGEMENT ANALYST 3 - MANAGEMENT ANALYST 1 - ADMIN SUPPORT OFFICER III	STAFF TRAINING 1 - SUPV PROB OFFICER 1 - DEPUTY PROB OFFICER 1 - ADV CLERK TYPIST 2 - POSITION
COMMUNITY SERVICES 3708 - BOB CREAMER 77 - POSITIONS	TRANSPORTATION 1 - COORDINATOR (X28)	WAREHOUSE / LAB / LAUNDRY 1 - ADMIN SUPPORT OFFICER III 1 - LAUNDRY OPERATIONS SUPV 4 - LAUNDRY WORKER II 1 - ACCOUNT CLERK II 1 - ADVANCED CLERK TYPIST 1 - SUPV STOREKEEPER 5 - STOREKEEPER 4 - FORENSIC CHEMIST	ADULT INVESTIG. SUPPORT 5 - SUPERVISING CLERK 1 - CLERICAL OFFICE SUPV 10 - TRANSCRIPTIONIST 2 - RECEPTIONIST 6 - JUSTICE SYSTEM CLERK 27.5 - ADV CLERK TYPIST 7 - CLERK TYPIST 1 - OFFICE CLERK 39.5 - POSITIONS
KIP DIVERSION YOUTH TEAM 1 - PROBATION MANAGER 3 - SUPV PROB OFFICER 18 - DEPUTY PROB OFFICER 9 - PROB COMMUNITY WRKR 31 - POSITIONS	JUV HALL OPERATIONS-CONTROL (52) CAROL HUGH 1 - PROBATION MANAGER 5 - SUPV GROUP COUNSELOR 35 - SR GROUP COUNSELOR 6 - NIGHT ATTENDANT 47 - POSITIONS	PERSONNEL / FACILITY / FLEET 1 - SR MANAGEMENT ANALYST 1 - ADMIN SUPPORT OFFICER III 3 - PERSONNEL SERVICES CLERK 1 - ACCOUNT CLERK II 1 - ADVANCED CLERK TYPIST 1 - STOCK CLERK	ADULT WORKERS' GROUP 1 - SUPERVISING CLERK 1 - LAW ENFORC REC TECH 3 - LAW ENFORC CLERK 2 - ADV CLERK TYPIST 7 - POSITIONS
PLACEMENT 1 - SUPV PROB OFFICER 8 - DEPUTY PROB OFFICER 9 - POSITIONS	KR WORK PROTECTIVE TEAM 1 - SUPV GROUP COUN 4 - SR GROUP COUNSELOR/I (U) 5 - POSITIONS	ACCOUNTING/PRCHSNG/TRAFFIC 1 - DEPT FISCAL OFFICER 2 - ACCOUNTANT III 1 - ACCOUNTANT ASSISTANT 1 - SUPV ACCOUNT CLERK II 5 - ACCOUNT CLERK II 1 - SUPV DEP COURT CLERK II 1 - ASST SUPV DEPUTY CRT CLERK 5 - DEPUTY COURT CLERK II	ADULT INVESTIGATION 3724 - EDDIE JITTUS 43 - POSITIONS
SCREENING/EMP/CRP 1 - SUPV PROB OFFICER 3 - DEPUTY PROB OFFICER 10 - SR GROUP COUNSELOR 14 - POSITIONS	JUV HALL OPERATIONS-LIVING (107) JERRY NEART 1 - PROBATION MANAGER 1 - SUPV GROUP COUNSELOR/RAP 2 - POSITIONS	FOOD SERVICES ADMIN RICHARD MUNLEY 41 - POSITIONS	ADULT INVESTIGATION 1 - PROBATION MANAGER 4 - SUPV PROB OFFICER 37 - DEPUTY PROB OFF 72 - POSITIONS
OUT IN-S/SCREENING INTAKE 1 - SUPV PROB OFFICER 10 - DEPUTY PROB OFF/O 11 - POSITIONS	1 - SUPV GROUP COUN B - 1 (24 CAP) 9 - SR GROUP COUNSELOR B - 2 (50 CAP) 10 - SR GROUP COUNS. 20 - POSITIONS	JUVENILE HALL 1 - DIR NUT'N & FD SRVCS 1 - HEAD COOK 1 - COOK II 2 - COOK I 7 - FOOD SERVICE WRKR II 7 - FOOD SERVICE WRKR I 19 - POSITIONS	SUBSTANCE ABUSE 1 - SUPV PROB OFFICER 6 - DEPUTY PROB OFFICER 7 - POSITIONS
JUVENILE COURT UNIT/TRAFFIC 2 - SUPV PROB OFFICER/I THO 10 - DEPUTY PROB OFFICER 12 - POSITIONS	1 - SUPV GROUP COUN B - 3 (50 CAP) 10 - SR GROUP COUNS PROGRAMS 11 - POSITIONS	JAMES RANCH 1 - COOK II 2 - COOK I 3 - FOOD SERVICE WRKR II 6 - POSITIONS	DRUG TREATMENT COURT 7 - DEPUTY PROB OFFICER 4 - COMMUNITY WORKER 11 - POSITIONS
JUVENILE SERVICES 3702 - SUE PARIGRETT 81.5 - POSITIONS	1 - SUPV GROUP COUN B - 4 (42 CAP) 10 - SR GROUP COUNS B - 5 (42 CAP) 10 - SR GROUP COUNS 21 - POSITIONS	HOLDEN RANCH 1 - COOK II 2 - COOK I 3 - FOOD SERVICE WRKR II 6 - POSITIONS	ADULT COURT UNIT 1 - SUPV PROB OFFICER 10 - DEPUTY PROB OFFICER 11 - POSITIONS
JUVENILE SERVICES - DOM YOUTH 1 - PROBATION MANAGER 5 - SUPV PROB OFFICER 51.5 - DEPUTY PROB OFF/2.5 1 - PROB COMM WORKER/DV 58.5 - POSITIONS	1 - SUPV GROUP COUN B - 6 (24 CAP) 6 - SR GROUP COUNSELOR G - 1 (48 CAP) 10 - SR GROUP COUNS 17 - POSITIONS	WRIGHT CENTER 1 - COOK II 2 - COOK I 3 - POSITIONS	ADULT SUPERVISION 3726 - KITA DONCARRIC 47 - POSITIONS
LANG UNIT 1 - SUPV PROB OFFICER 13 - DEPUTY PROB OFF 15 - POSITIONS	1 - SUPV GROUP COUN B - 7 (30 CAP) 9 - SR GROUP COUNSELOR 10 - POSITIONS	MEN'S WORK FURLOUGH 1 - HEAD COOK 3 - COOK II 4 - POSITIONS	ADULT SUPERVISION 1 - PROBATION MANAGER 6 - SUPV PROB OFFICER 35 - DEPUTY PROB OFF 2 - PROB COMM WORKER 54 - POSITIONS
JUVENILE TREATMENT COURT 1 - SUPV PROB OFFICER 3 - DEPUTY PROB OFF 1 - PROB COMMUNITY WRKR 5 - POSITIONS	1 - SUPV GROUP COUN NEW WING 25 - SR GROUP COUNS 26 - POSITIONS	WOMEN'S RESID. CENTER 1 - COOK II 2 - COOK I 3 - POSITIONS	DOMESTIC VIOLENCE 1 - SUPV PROB OFFICER 11 - DEPUTY PROB OFFICER 1 - PROB COMM WORKER 13 - POSITIONS
ALL PLACEMENT ACADEMY 1 - SUPV PROB OFFICER 2 - DEPUTY PROB OFF 1 - SR GROUP COUNSELOR 4 - POSITIONS			SPECIAL PROGRAMS 1 - SUPV PROB OFFICER 8 - DEPUTY PROB OFFICER 1 - SR GROUP COUNSELOR 10 - POSITIONS
WILLIAM JAMES RANCH 3714 - KATHY DUQUE 1 - PROBATION MANAGER 3 - SUPV PROB COUNSELOR 21 - PROB COUNSELOR 3 - PROBATION ASSISTANT 1 - RANCH MAINT SUPV 29 - POSITIONS			MEN'S WORK FURLOUGH PROG. 3710 - KATHY MCNAMEE 1 - PROBATION MANAGER 4 - SUPV GROUP COUNS 12 - SR GROUP COUNSELOR 17 - POSITIONS
HAROLD HOLDEN RANCH 3716 - MIKE MATHIASSEN 1 - PROBATION MANAGER 3 - SUPV PROB COUNSELOR 21 - PROB COUNSELOR 3 - PROBATION ASSISTANT 1 - PROB COMMUNITY WRKR 29 - POSITIONS			WOMEN'S RESIDENTIAL CENTER 3739 - RUTH AUTEN 1 - PROBATION MANAGER 2 - SUPV GROUP COUNS. 8 - SR GROUP COUNSELOR 11 - POSITIONS
WRIGHT RESIDENTIAL CENTER 3718 - MARTY BREWER 1 - PROBATION MANAGER 3 - SUPV PROB COUNSELOR 17 - PROB COUNSELOR 6 - PROBATION ASSISTANT 27 - POSITIONS			

DAFR8030 1 246 AP14 01 0001 SPL1 PY 4(OR4) 4(084)				RUN DATE= 07/29/00 TIME= 04.37.18 STARS 0246 17 VERSION 2.0			
07/29/00 (02.53) CYCLE 02698 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001				PROBATION DEPARTMENT (246)			
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT				REPORT PERIOD= FISCAL YEAR 00			
*****				*****PAGE 36			
FUND= 0001 GENERAL FUND		DIVISION= 17 ADULT DIVISION		ADULT ADMIN AND SUPPORT			
FUND-DTL=		BUREAU= 01					
BDGT-UNIT= 0246		SECTION=					
PERCENT OF YEAR ELAPSED 0%							

EXP	ECC	TITLE	ADJUSTED	EXPENDITURES	OUTSTANDING	AVAILABLE	(MEMO)
SOBJ	FABC		ALLOTMENT	CURRENT YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PERCENT USED PRE-ENCUMBRANCE

1183		RETIREE MEDICAL EXPENSE	57,312	2,127	108,558	0	51,246- 0
							189.42
1184		SALARY SAVINGS FACTOR	130,194-	0	0	0	130,194- 0
							.02
1185	A82	DEPUTY CHIEF PROBATION O	95,228	1,955	99,215	0	3,987- 0
							104.22
1185	B2R	ADMINISTRATIVE SUPPORT OF	50,246	997	47,555	0	2,691 0
							94.62
1185	D1A	SECRETARY II ACE W/O/SH	38,022	792	41,645	0	3,623- 0
							109.52
1185	D11	TRANSCRIPTIONIST	338,207	4,125	213,629	0	124,578 0
							63.22
1185	D17	RECEPTIONIST	62,520	563	49,696	0	12,824 0
							79.52
1185	D28	SECRETARY I W/O STENO	31,778	677	26,036	0	5,742 0
							81.92
1185	D34	SUPERVISING CLERK I	259,660	5,311	247,154	0	12,506 0
							95.22
1185	D36	ADVANCED CLERK TYPIST	1,043,838	15,726	838,769	0	205,069 0
							80.42
1185	D38	CLERK II	0	0	745	0	745- 0
							.02
1185	D39	CLERK TYPIST	196,720	2,171	108,941	0	87,779 0
							55.42
1185	D40	CLERK I	29,486	1,127	72,211	0	42,725- 0
							244.92
1185	D42	LAW ENFORCEMENT RECORDS	42,324	859	18,378	0	23,946 0
							43.42
1185	D43	LAW ENFORCEMENT CLERK	64,080	1,398	89,078	0	24,998- 0
							139.02
1185	D60	CLERICAL OFFICE SUPERVIS	37,654	762	28,660	0	8,994 0
							76.12
1185	F38	JUSTICE SYSTEMS CLERK I	221,664	4,568	206,808	0	14,856 0
							93.32
1185	X98	INTERMITTEN OFFICE CLERK	0	369	10,201	0	10,201- 0
							.02
* 1185		TOTAL PERMANENT EMPLOYEES	2,511,427	41,400	2,098,721	0	412,706 0
							83.62
1186		SALARIES WITHOUT BENEFIT	5,021	0	0	0	5,021 0
							.02
1187		TEMPORARY EMPLOYEES	6,546	0	0	0	6,546 0
							.02

DAFR8030 1 246 AP14 01 0001 SPL1 PY 4(OR4) 4(084)				RUN DATE= 07/29/00 TIME= 04.37.18 STARS 0246 17 VERSION 2.0			
07/29/00 (02.53) CYCLE 02698 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001				PROBATION DEPARTMENT (246)			
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT				REPORT PERIOD= FISCAL YEAR 00			
*****				*****PAGE 37			
FUND= 0001 GENERAL FUND		DIVISION= 17 ADULT DIVISION		ADULT ADMIN AND SUPPORT			
FUND-DTL=		BUREAU= 01					
BDGT-UNIT= 0246		SECTION=					
PERCENT OF YEAR ELAPSED 0%							

EXP	ECC	TITLE	ADJUSTED	EXPENDITURES	OUTSTANDING	AVAILABLE	(MEMO)
SOBJ	FABC		ALLOTMENT	CURRENT YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PERCENT USED PRE-ENCUMBRANCE

1187	D11	TRANSCRIPTIONIST	0	427	27,866	0	27,866-
							.02
1187	D36	ADVANCED CLERK TYPIST	0	0	37,666	0	37,666-
							.02
1187	D39	CLERK TYPIST	0	0	361-	0	361
							.02
1187	D40	CLERK I	0	0	20,679	0	20,679-
							.02
1187	D43	LAW ENFORCEMENT CLERK	0	0	2,018	0	2,018-
							.02
1187	X50	DEPUTY PROBATION OFFICER	0	969	43,576	0	43,576-
							.02
1187	X98	INTERMITTEN OFFICE CLERK	0	680	21,869	0	21,869-
							.02
1187	Y36	INTERMITTENT ADVANCED CL	0	1,014	20,279	0	20,279-
							.02
* 1187		TOTAL TEMPORARY EMPLOYEES	6,546	3,090	173,592	0	167,046-
							2651.92
1191		OVERTIME	0	0	1,338	0	1,338-
							.02
1192		UNEMPLOYMENT INSURANCE	2,241	32	1,600	0	641
							71.42
1193		PREMIUM PAY	18,860	467	22,825	0	3,965-
							121.02
1194		BUDGET SALARY REDUCTION	6,474-	0	0	0	6,474-
							.02
1196		HEALTH INSURANCE	315,642	6,595	320,101	0	4,459-
							101.42
1196	A82	DEPUTY CHIEF PROBATION O	0	0	40	0	40-
							.02
1196	B2R	ADMINISTRATIVE SUPPORT OF	0	0	15	0	15-
							.02
1196	D11	TRANSCRIPTIONIST	0	0	92	0	92-
							.02
1196	D28	SECRETARY I W/O STENO	0	0	30	0	30-
							.02
1196	D34	SUPERVISING CLERK I	0	0	147	0	147-
							.02
1196	D36	ADVANCED CLERK TYPIST	0	0	538	0	538-
							.02
1196	D40	CLERK I	0	0	57	0	57-
							.02

DAFR8030 1 246 AP14 01 0001 SPL1 PY 4(OR4) 4(084)				RUN DATE= 07/29/00 TIME= 04.37.18 STARS 0246 17				VERSION 2.0	
07/29/00 (02.53) CYCLE 02698 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001				PROBATION DEPARTMENT (246)					
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT				REPORT PERIOD= FISCAL YEAR 00					
*****				*****PAGE 38					
FUND= 0001		GENERAL FUND		DIVISION= 17		ADULT DIVISION			
FUND-DTL=				BUREAU= 01		ADULT ADMIN AND SUPPORT			
BDGT-UNIT= 0246				SECTION=					
PERCENT OF YEAR ELAPSED 0%									
*****				*****					
EXP	ECC	TITLE	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)	
SOBJ	FABC		ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PERCENT USED	PRE-ENCUMBRANCE

1196	D43	LAW ENFORCEMENT CLERK	0	0	18	0	18-	0	
1196	F38	JUSTICE SYSTEMS CLERK I	0	0	114	0	114-	0	
* 1196	TOTAL	HEALTH INSURANCE	315,642	6,595	321,152	0	5,510-	0	
1197	FICA	- EMPLOYER SHARE	149,057	3,232	165,276	0	101.7%	0	
1198	PERS	- RETIREMENT	164,330	2,786	140,565	0	16,219-	0	
1199	WORKERS'	COMPENSATION	54,937	774	39,485	0	110.9%	0	
1391	HOLIDAY	OVERTIME	0	0	86	0	23,765	0	
1397	COUNTY CONTRI	MEDICARE T	34,847	0	0	0	85.5%	0	
* TOTAL 1	SALARIES AND BENEFITS		3,183,552	60,503	3,073,198	0	15,452	0	
2111	CLOTHING & PERSONAL SUPP		0	0	87	0	71.9%	0	
2125	COMS TELEPHONE SERVICES		29,734	1,971	15,896	0	86-	0	
2126	COMM AND TELEPHONE SERVI		102,600	5,334	75,185	0	145.2%	0	
2211	MAINTENANCE - EQUIPMENT		33,800	20,457	41,993	1,670	18,993-	0	
2225	MAINT-STRUCT IMPROVE & G		1,000	0	2,472	0	258.3%	0	
2251	MED, DENTAL & LAB SUPPLY		0	0	130	0	900-	0	
2285	MISCELLANEOUS EXPENSE		500	0	726	0	0%	0	
2301	OFFICE EXPENSE		12,000	2,200	30,993	0	226-	0	
2322	PROF AND SPECIAL SERVICE		0	0	900	0	145.2%	0	
2401	PUBLICATIONS AND LEGAL N		1,000	0	385	0	615	0	
2451	RENTS AND LEASES - EQUIP		49,000	2,478	49,125	0	38.5%	0	
							125-		
							100.3%		

DAFR8030 1 246 AP14 01 0001 SPL1			PY 4(OR4) 4(084)			RUN DATE= 07/29/00 TIME= 04.37.18 STARS		
07/29/00 (02.53) CYCLE 02698 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001			PROBATION DEPARTMENT (246)			0246 17 VERSION 2.0		
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT								
REPORT PERIOD= FISCAL YEAR 00								
*****PAGE 39								
FUND= 0001 GENERAL FUND			DIVISION= 17			ADULT DIVISION		
FUND-DTL=			BUREAU= 01			ADULT ADMIN AND SUPPORT		
BDGT-UNIT= 0246			SECTION=					
PERCENT OF YEAR ELAPSED 0%								

EXP	ECC	TITLE	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)
SOBJ	FABC		ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PRE-ENCUMBRANCE

2455		SHOP SUPPLIES	0	0	457	0	457-	0
2472		OFFICE RENTS	819,991	0	819,986	0	.0%	0
2501		SMALL TOOLS AND INSTRUME	73,481	1,374	58,094	32,737	100.0%	0
2574		MEMBERSHIP DUES	0	0	35	0	17,350-	0
2585		EXTERNAL PRINTING AND RE	0	0	520-	0	123.6%	0
2586		PRINTING AND REPRODUCTIO	21,129	558	12,460	0	35-	0
2624		SPECIAL DEPARTMENT EXPEN	0	0	485	0	.0%	0
2751		TRANSPORTATION AND TRAVE	2,000	0	861	0	520	0
2752		AUTOMOBILE MILEAGE	2,100	36	2,149	0	.0%	0
2756		GARAGE AUTOMOBILE SERVIC	16,000	2,584	16,742	0	8,669	0
2963		PC SOFTWARE	0	0	6,766	0	59.0%	0
2991		EXTERNAL POSTAGE	0	0	6	0	485-	0
2992		POSTAGE	0	0	8	0	.0%	0
2993		TRANSPORTATION	0	4,455-	6	0	6-	0
* TOTAL 2 SERVICES AND SUPPLIES			1,164,335	32,537	1,135,427	34,407	.0%	0
* TOTAL 01 ADULT ADMIN AND SUPPORT			4,347,887	93,040	4,208,625	34,407	5,499-	0
							100.5%	
							104,855	0
							97.6%	

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 00

RUN DATE= 07/29/00 TIME= 04.37.18 STARS
0246 17 VERSION 2.0

REPORT PERIOD- FISCAL YEAR 00

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FUND=	0001	GENERAL FUND	DIVISION=	17	ADULT DIVISION
FUND-DTL=			BUREAU=	02	ADULT INVESTIGATION
BDGT-UNIT=	0246		SECTION=		
PERCENT OF YEAR ELAPSED	0%				

***** AQUARIUS *****

EXP	ECC		ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)
SOBJ FABC		TITLE	ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	PERCENT USED	PRE-ENCUMBRANCE

1183		RETIREE MEDICAL EXPENSE	66,096	2,703	141,843	0	75,747-	0
1184		SALARY SAVINGS FACTOR	198,261-	0	0	0	214.6%	0
1185	E07	COMMUNITY WORKER	0	0	388	0	.02	0
1185	E19	PROB COMM WORKER	153,964	2,335	125,096	0	388-.02	0
1185	Q96	TRAINING INSTRUCTOR	29,400	0	27,430	0	28,868	0
1185	W85	DEPUTY PROBATION OFFICER	60,456	0	44,415	0	81.3%	0
1185	X27	SENIOR GROUP COUNSELOR	0	0	4,187	0	1,970	0
1185	X44	PROBATION MANAGER	82,256	1,554	81,491	0	93.3%	0
1185	X48	SUPERVISING PROBATION OF	504,917	10,901	567,953	0	16,041	0
1185	X50	DEPUTY PROBATION OFFICER	2,717,155	46,103	2,656,768	0	73.5%	0
1185	X52	DEPUTY PROBATION OFFICER	632,932	16,461	759,528	0	4,187-	0
1185	X53	DEPUTY PROBATION OFFICER	330,642	7,844	334,195	0	.02	0
* 1185	TOTAL	PERMANENT EMPLOYEES	4,511,722	85,198	4,501,451	0	765	0
1186		SALARIES WITHOUT BENEFIT	5,802	0	0	0	99.1%	0
1187		TEMPORARY EMPLOYEES	62,031	1,871-	1,871-	0	63,036-	0
1187	F07	COMMUNITY WORKER	0	0	14,250	0	112.5%	0
1187	X50	DEPUTY PROBATION OFFICER	0	2,195	67,899	0	60,387	0
1187	X53	DEPUTY PROBATION OFFICER	0	0	3,715	0	97.8%	0
1187	Y07	INTERMITTENT COMMUNITY W	0	283	1,981	0	126,596-	0
* 1187	TOTAL	TEMPORARY EMPLOYEES	62,031	607	85,974	0	120.0%	0
1191		OVERTIME	0	0	274	0	3,553-	0

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 00

RUN DATE= 07/29/00 TIME= 04.37.18 STARS
0246 17 VERSION 2.0

REPORT PERIOD- FISCAL YEAR 00

FUND=	0001	GENERAL FUND	DIVISION=	17	ADULT DIVISION
FUND-DTL=			BUREAU=	02	ADULT INVESTIGATION
BDGT-UNIT=	0246		SECTION=		
PERCENT OF YEAR ELAPSED	0%				

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EXP SOBJ	ECC FABC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES-----		OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT	(MEMO) PRE-ENCUMBRANCE
				CURRENT	YEAR-TO-DATE		PERCENT USED	

LINE NO	DESCRIPTION	AMOUNT	PERCENT	TOTAL	PERCENT	TOTAL	PERCENT
1192	UNEMPLOYMENT INSURANCE	4,041	60	3,271	0	770	0
1193	PREMIUM PAY	5,760	234	11,484	0	80.92	0
1194	BUDGET SALARY REDUCTION	47,630	0	0	0	5,724	0
1196	HEALTH INSURANCE	391,314	8,514	403,917	0	199.42	0
1196 E19	PROB COMM WORKER	0	0	33	0	47,630	0
1196 X48	SUPERVISING PROBATION OF	0	0	168	0	.02	0
1196 X50	DEPUTY PROBATION OFFICER	0	0	609	0	168	0
1196 X52	DEPUTY PROBATION OFFICER	0	0	74	0	.02	0
1196 X53	DEPUTY PROBATION OFFICER	0	0	54	0	74	0
* 1196 TOTAL	HEALTH INSURANCE	391,314	8,514	404,855	0	54	0
1197	FICA - EMPLOYER SHARE	15,875	439	40,278	0	.02	0
1198	PERS - RETIREMENT	299,810	5,972	303,351	0	13,551	0
1199	WORKERS' COMPENSATION	98,231	1,487	80,930	0	103.52	0
1397	COUNTY CONTRI MEDICARE T	29,425	0	0	0	24,403	0
* TOTAL 1	SALARIES AND BENEFITS	5,244,216	105,214	5,673,711	0	253.72	0
2111	CLOTHING & PERSONAL SUPP	0	0	225	0	3,541	0
2125	COMS TELEPHONE SERVICES	0	1,865	8,385	0	101.22	0
2126	COMM AND TELEPHONE SERVI	0	179	2,237	0	17,301	0
2206	INTERPRETER FEES	10,000	32	1,581	0	82.42	0
2211	MAINTENANCE -- EQUIPMENT	2,300	135	0	0	29,425	0

DAFR8030 I 246 AP14 01 0001 SPL1			PY 4(OR4)		4(0B4)	RUN DATE= 07/29/00 TIME= 04.37.18 STARS	
07/29/00 (02.53)			CYCLE 02698		PM CLOSED PP CLOSED PY CLOSED	FICHE: 246 0001	
					PROBATION DEPARTMENT (246)	0246 17	
					ALLOTMENT STATUS BY ORGANIZATION AND OBJECT	VERSION 2.0	
					REPORT PERIOD= FISCAL YEAR 00		
*****						*****PAGE 42	
FUND= 0001 GENERAL FUND			DIVISION= 17		ADULT DIVISION		
FUND-DTL=			BUREAU= 02		ADULT INVESTIGATION		
BDGT-UNIT= 0246			SECTION=				
PERCENT OF YEAR ELAPSED 0%							

EXP ECC	TITLE	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)
SOBJ FABC		ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PERCENT USED PRE-ENCUMBRANCE

2251	MED. DENTAL & LAB SUPPLI	0	0	493	0	493-	0
						.02	
2285	MISCELLANEOUS EXPENSE	1,000	0	884	0	116	0
						88.42	
2301	OFFICE EXPENSE	0	528	1,067	0	1,067-	0
						.02	
2322	PROF AND SPECIAL SERVICE	4,000	0	0	0	4,000	0
						.02	
2401	PUBLICATIONS AND LEGAL N	0	0	555	0	555-	0
						.02	
2451	RENTS AND LEASES - EQUIP	3,744	0	2,218	0	1,526	0
						59.22	
2501	SMALL TOOLS AND INSTRUME	23,000	0	1,128	65	21,807	0
						5.22	
2586	PRINTING AND REPRODUCTIO	0	0	0	0	0	0
						.02	
2624	SPECIAL DEPARTMENT EXPEN	0	0	858	0	858-	0
						.02	
2751	TRANSPORTATION AND TRAVE	4,000	1,859	9,116	0	5,116-	0
						227.92	
2752	AUTOMOBILE MILEAGE	9,000	297	8,499	0	501	0
						94.42	
2756	GARAGE AUTOMOBILE SERVIC	13,500	3,035	17,634	0	4,134-	0
						130.62	
2952	SERVICES & SUPPLIES - OT	10,000	0	0	0	10,000	0
						.02	
2993	TRANSPORTATION	0	0	3,709	0	3,709-	0
						.02	
* TOTAL 2	SERVICES AND SUPPLIES	80,544	7,795	58,589	65	21,890	0
						72.82	
7300	REIMB - PROFESSIONAL & S	50,117-	13,772-	65,020-	0	14,903	0
						129.72	
* TOTAL 7	EXPENDITURE REIMBUSEMENT	50,117-	13,772-	65,020-	0	14,903	0
						129.72	
* TOTAL 02	ADULT INVESTIGATION	5,274,643	99,237	5,667,280	65	392,702-	0
						107.42	

DAFR8030 I 246 AP14 01 0001 SPL1			PY 4(OR4)		4(0B4)	RUN DATE= 07/29/00 TIME= 04.37.18 STARS		
07/29/00 (02.53)			CYCLE 02698		PM CLOSED PP CLOSED PY CLOSED	FICHE: 246 0001		
						0246 17		
						VERSION 2.0		
						ALLOTMENT STATUS BY ORGANIZATION AND OBJECT		
						REPORT PERIOD= FISCAL YEAR 00		
*****						*****PAGE 43		
FUND= 0001 GENERAL FUND			DIVISION= 17		ADULT DIVISION			
FUND-DTL=			BUREAU= 03		ADULT SUPERVISION			
BDGT-UNIT= 0246			SECTION=					
PERCENT OF YEAR ELAPSED 0%								

EXP ECC	TITLE	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)	
SUBJ FABC		ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PERCENT USED PRE-ENCUMBRANCE	

1183	RETIREE MEDICAL EXPENSE	71,280	3,118	159,076	0	87,796-	0	
1184	SALARY SAVINGS FACTOR	240,657-	0	0	0	223.22	0	
1185 E19	PROB COMM WORKER	77,100	1,511	75,110	0	240,657-	0	
1185 Q94	PROBATION COMMUNITY WORK	42,324	809	42,338	0	.02	0	
1185 W85	DEPUTY PROBATION OFFICER	118,032	2,422	126,250	0	1,990	0	
1185 X27	SENIOR GROUP COUNSELOR	52,234	0	42,567	0	97.42	0	
1185 X28	GROUP COUNSELOR II	0	804	5,629	0	14-	0	
1185 X29	GROUP COUNSELOR I	0	661	1,984	0	100.02	0	
1185 X44	PROBATION MANAGER	82,256	1,632	86,454	0	8,218	0	
1185 X48	SUPERVISING PROBATION OF	543,888	10,901	596,535	0	107.02	0	
1185 X50	DEPUTY PROBATION OFFICER	2,584,657	32,069	1,919,741	0	9,667	0	
1185 X52	DEPUTY PROBATION OFFICER	955,930	22,234	1,151,925	0	81.52	0	
1185 X53	DEPUTY PROBATION OFFICER	648,678	19,222	856,126	0	5,629-	0	
* 1185 TOTAL	PERMANENT EMPLOYEES	5,105,099	92,265	4,904,659	0	.02	0	
1186	SALARIES WITHOUT BENEFIT	105,387	0	0	0	1,984-	0	
1187	TEMPORARY EMPLOYEES	88,469	0	0	0	.02	0	
1187 X48	SUPERVISING PROBATION OF	0	0	6,540	0	88,469	0	
1187 X50	DEPUTY PROBATION OFFICER	0	1,393	94,786	0	.02	0	
* 1187 TOTAL	TEMPORARY EMPLOYEES	88,469	1,393	101,326	0	6,540-	0	
1191	OVERTIME	0	74	243	0	94,786-	0	
1192	EMPLOYMENT INSURANCE	4,514	66	3,497	0	.02	0	

DAFR030 1 246 AP14 01 0001 SPL1			PY 4(OR4)		4(084)	RUN DATE= 07/29/00 TIME= 04.37.18 STARS	
07/29/00 (02.53)			CYCLE 02698		PM CLOSED PP CLOSED PY CLOSED	FICHE: 246 0001	
						0246 17	
						VERSION 2.0	
						PROBATION DEPARTMENT (246)	
						ALLOTMENT STATUS BY ORGANIZATION AND OBJECT	
						REPORT PERIOD= FISCAL YEAR 00	
						*****PAGE 44	
FUND= 0001			GENERAL FUND		DIVISION= 17		ADULT DIVISION
FUND-DTL=					BUREAU= 03		ADULT SUPERVISION
BDGT-UNIT= 0246					SECTION=		
PERCENT OF YEAR ELAPSED 0%							

EXP ECC			ADJUSTED		-----EXPENDITURES-----		AVAILABLE
SOBJ FABC			ALLOTMENT		CURRENT YEAR-TO-DATE		ALLOTMENT (MEMO)
*****							PERCENT USED PRE-ENCUMBRANCE *****
1193	PREMIUM PAY		9,480		389	15,930	0 6,450- 0
1195	CALL DUTY		6,625		135	90	0 168.02 6,535 0
1195	X50 DEPUTY PROBATION OFFICER		0		0	4,625	0 1.42 4,625- 0
1195	X52 DEPUTY PROBATION OFFICER		0		0	1,390	0 .02 1,390- 0
* 1195	TOTAL CALL DUTY		6,625		135	6,105	0 .02 520 0
1196	HEALTH INSURANCE		474,524		9,489	461,730	0 92.22 12,794 0
1196	Q94 PROBATION COMMUNITY WORK		0		0	55	0 97.32 55- 0
1196	W85 DEPUTY PROBATION OFFICER		0		0	25	0 .02 25- 0
1196	X44 PROBATION MANAGER		0		0	86	0 .02 86- 0
1196	X48 SUPERVISING PROBATION OF		0		0	102	0 .02 102- 0
1196	X50 DEPUTY PROBATION OFFICER		0		0	340	0 .02 340- 0
1196	X52 DEPUTY PROBATION OFFICER		0		0	131	0 .02 131- 0
1196	X53 DEPUTY PROBATION OFFICER		0		0	49	0 .02 49- 0
* 1196	TOTAL HEALTH INSURANCE		474,524		9,489	462,518	0 .02 12,006 0
1197	FICA - EMPLOYER SHARE		11,909		1,138	49,861	0 97.52 37,952- 0
1198	PERS - RETIREMENT		337,308		6,440	327,375	0 418.72 9,933 0
1199	WORKERS' COMPENSATION		109,199		1,627	86,388	0 97.12 22,811 0
1391	HOLIDAY OVERTIME		0		0	1,256	0 79.12 1,256- 0
1397	COUNTY CONTRI MEDICARE T		40,083		0	0	0 .02 40,083 0
1491	12 PLAN OT		3,238		0	0	0 .02 3,238 0

DAFR8030 1 246 AP14 01 0001 SPL1 PY 4(OR4) 4(OR4)				RUN DATE= 07/29/00 TIME= 04.37.18 STARS				
07/29/00 (02.53) CYCLE 02698 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001				0246 17 VERSION 2.0				
PROBATION DEPARTMENT (246)								
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT								
REPORT PERIOD= FISCAL YEAR 00								
*****PAGE 46								
FUND= 0001 GENERAL FUND		DIVISION= 17 ADULT DIVISION						
FUND-DTL=		BUREAU= 03 ADULT SUPERVISION						
BDGT-UNIT= 0246		SECTION=						
PERCENT OF YEAR ELAPSED 0%								

EXP	ECC	TITLE	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)
SOBJ	FABC		ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PERCENT USED PRE-ENCUMBRANCE

2962		PC HARDWARE	78,000	0	0	105,724	27,724-	0
							135.52	
2993		TRANSPORTATION	0	0	39	0	39-	0
							.0%	
* TOTAL 2		SERVICES AND SUPPLIES	474,340	35,781	191,903	115,347	167,090	0
							64.8%	
7300		REIMB - PROFESSIONAL & S	154,198-	34,418-	132,582-	0	21,616-	0
							86.0%	
* TOTAL 7		EXPENDITURE REIMBUSEMENT	154,198-	34,418-	132,582-	0	21,616-	0
							86.0%	
* TOTAL 03		ADULT SUPERVISION	6,446,600	117,497	6,177,555	115,347	153,698	0
							97.62	

DAFR8030 1 246 AP14 01 0001 SPL1 PY 4(OR4) 4(OR4)				RUN DATE= 07/29/00 TIME= 04.37.18 STARS				
07/29/00 (02.53) CYCLE 02698 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001				0246 17 VERSION 2.0				
PROBATION DEPARTMENT (246)								
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT								
REPORT PERIOD= FISCAL YEAR 00								
*****PAGE 47								
FUND= 0001 GENERAL FUND		DIVISION= 17 ADULT DIVISION						
FUND-DTL=		BUREAU= 04 MEN'S WORK FURLOUGH						
BDGT-UNIT= 0246		SECTION=						
PERCENT OF YEAR ELAPSED 0%								

EXP	ECC	TITLE	ADJUSTED	-----EXPENDITURES-----		OUTSTANDING	AVAILABLE	(MEMO)
SOBJ	FABC		ALLOTMENT	CURRENT	YEAR-TO-DATE	ENCUMBRANCES	ALLOTMENT	PERCENT USED PRE-ENCUMBRANCE

1183		RETIREE MEDICAL EXPENSE	16,632	722	36,707	0	20,075-	0
							220.7%	
1184		SALARY SAVINGS FACTOR	55,798-	0	0	0	55,798-	0
							.0%	
1185 H56		HEAD COOK	46,454	954	49,632	0	3,178-	0
							106.8%	
1185 H59		COOK II	106,946	696	37,943	0	69,003	0
							35.5%	
1185 H60		COOK I	0	1,238	3,714	0	3,714-	0
							.0%	
1185 H66		FOOD SERVICE WORKER II	0	0	14,699	0	14,699-	0
							.0%	
1185 X25		SUPERVISING GROUP COUNSEL	244,240	4,801	245,363	0	1,123-	0
							100.5%	
1185 X27		SENIOR GROUP COUNSELOR	519,842	7,418	458,411	0	61,431	0
							88.2%	
1185 X28		GROUP COUNSELOR II	90,698	3,506	137,322	0	46,624-	0
							151.4%	
1185 X44		PROBATION MANAGER	82,256	1,632	85,144	0	2,888-	0
							103.5%	
1185 X50		DEPUTY PROBATION OFFICER	0	0	30,194	0	30,194-	0
							.0%	
1185 X53		DEPUTY PROBATION OFFICER	0	0	100	0	100-	0
							.0%	
* 1185 TOTAL PERMANENT EMPLOYEES			1,090,436	20,245	1,062,522	0	27,914	0
							97.4%	
1186		SALARIES WITHOUT BENEFIT	0	17,894	78,908	0	78,908-	0
							.0%	
1187		TEMPORARY EMPLOYEES	81,000	2,898-	13,599-	0	94,599	0
							-16.8%	
1187 X27		SENIOR GROUP COUNSELOR	0	0	13,739	0	29,739-	0
							.0%	
1187 X29		GROUP COUNSELOR I	0	1,149	65,829	0	65,829-	0
							.0%	
* 1187 TOTAL TEMPORARY EMPLOYEES			81,000	1,749-	81,969	0	969-	0
							101.2%	
1191		OVERTIME	18,000	4,477	117,040	0	99,040-	0
							650.2%	
1192		UNEMPLOYMENT INSURANCE	986	16	921	0	65-	0
							93.4%	

EXHIBIT G

CLAIM FOR PAYMENT Pursuant to Government Code Section 17561 DOMESTIC VIOLENCE TREATMENT SERVICES AUTHORIZATION AND CASE MANAGEMENT				For State Controller Use Only	
(01) Claimant Identification Number 9943				(19) Program Number 00177	
(02) Mailing Address				(20) Date Filed ____/____/____	
Claimant Name AUDITOR-CONTROLLER				(21) LRS Input ____/____/____	
County of Location COUNTY OF SANTA CLARA				(22) DVTS-1,(03)(a)	
Street Address or P.O. Box 70 W. HEDDING ST, EAST WING				(23) DVTS-1,(03)(b)	
City SAN JOSE				(24) DVTS-1,(04)(1)(f)	
State CA				(25) DVTS-1,(04)(2)(f)	
Zip Code 95110				(26) DVTS-1,(04)(3)(f)	
Type of Claim				(27) DVTS-1,(06)	
Estimated Claim				94.27%	
(03) Estimated <input checked="" type="checkbox"/>				(28)	
(04) Combined <input type="checkbox"/>				(29)	
(05) Amended <input type="checkbox"/>				(30)	
Fiscal Year of Cost				(31)	
(06) 2001-2002				(32)	
Total Claimed Amount				(33)	
(07) \$500,000				(34)	
LESS: 10% Late Penalty, but not to exceed \$1,000 (if applicable)				(35)	
(14)				(36)	
LESS: Estimated Claim Payment Received				(37)	
(15) \$650,000					
Net Claimed Amount				(16)	
(17)				(116,689)	
Due from State				(18)	
(08) \$500,000				(116,689)	
Due to State					
(18)					
(38) CERTIFICATION OF CLAIM					
<p>In accordance with the provisions of Government Code 17561, I certify that I am the person authorized by the local agency to file claims with the State of California for costs mandated by Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995, and certify under the penalty of perjury that I have not violated any of the provisions of Government Code Sections 1090 to 1096, inclusive.</p> <p>I further certify that there was no application other than from the claimant, nor any grant or payment received, for reimbursement of costs claimed herein; and such costs are for a new program or increased level of services of an existing program mandated by Chapter 183/92, Chapter 184/92, Chapter 28/94, and Chapter 641/95</p> <p>The amount for Estimated Claim and/or Reimbursement Claim are hereby claimed from the State for payment of estimated and/or actual costs for the mandated program of Chapters 183 and 184, Statutes of 1992, Chapter 28, Statutes of 1994, and Chapter 641, Statutes of 1995, set forth on the attached statements.</p>					
Signature of Authorized Representative				Date	
ANDY BALANCE				12/20/01	
Print or type name				DEPT. FISCAL OFFICER	
CHAMPA MANIAN				Title	
(39) Name of Contact Person for Claim				408-468-1817	
				Telephone Number	

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT CLAIM SUMMARY						FORM DVTS-1
(01) Claimant SANTA CLARA COUNTY PROBATION DEPARTMENT		(02) Type of Claim Reimbursement <input checked="" type="checkbox"/> Estimated <input type="checkbox"/>			Fiscal Year 2000/2001	
(03) (a) Number of vendor applications reviewed during the fiscal year of claim						14
(b) Number of domestic violence cases for which the victim was notified pursuant to Penal Code Section 1203.097(b)(4) during the fiscal year of claim						3,259
Direct Costs						
(04) Reimbursable Components	(a) Salaries	(b) Benefits	(c) Services and Supplies	(d) Training and Travel	(e) Fixed Assets	(f) Total
1. Administration and Regulation of Batterers' Treatment Programs	97,047	21,557				118,605
2. Victim Notification	93,852	20,848				114,699
3. Assessing Future Probability of Defendant Committing Murder	34,888	7,750				42,637
(05) Total Direct Costs	225,787	50,155				275,941
Indirect Costs						
(06) Indirect Cost Rate	[From ICRP]					94.27%
(07) Total Indirect Costs	[Line (06) x line (05)(a)] or line [(06) x line {(05)(a) + line (05)(b)}]					260,120
(08) Total Direct and Indirect Costs	[Line (05)(f) + line (07)]					536,061
Cost Reduction						
(09) Less: Offsetting Savings, if applicable						(2,750)
(10) Less: Amount Received from Penal Code 1203.097 (c)(5)(B) and other Applicable Reimbursements						
(11) Total Claimed Amount	[Line (08) - (Line (09) + Line (10))]					533,311

New 2/99 Chapters 183/92, 184/92, 28/94, and 641/95

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL						FORM DVTS-2	
(01) Claimant		SANTA CLARA COUNTY PROBATION DEPARTMENT		(02) Fiscal Year Costs Were Incurred 1999 - 2000			
(03) Reimbursable Components: Check only one box per form to identify the component being claimed.							
<input type="checkbox"/> Administration and Regulation of Batterers' Treatment Programs							
<input checked="" type="checkbox"/> Victim Notification							
<input type="checkbox"/> Assessing Future Probability of Defendant Committing Murder							
(04) Description of Expenses: Complete columns (a) through (h).				Object Accounts			
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Employee Names, Job Classifications, Functions Performed and Description of Expenses	Hourly Rate or Unit Cost	Hours Worked or Quantity	Salaries	Benefits	Services and Supplies	Travel and Training	Equipment
Various Deputy Probation Officers - Process victim notifications regarding the requirements for the defendant's participation in a batterers program. - Process notifications to victims regarding available victim resources. - Provide information to the victims that attendance to any of the programs does not guarantee that an abuser will no longer be violent.	36.88	2,545	93,852	20,848			
(05) Total			<input checked="" type="checkbox"/> Subtotal	Page: <u>1</u> of <u>1</u>			
			<input type="checkbox"/>	93,852	20,848	0	0

MANDATED COSTS DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT COMPONENT/ACTIVITY COST DETAIL						FORM DVTS-2	
(01) Claimant		SANTA CLARA COUNTY PROBATION DEPARTMENT		(02) Fiscal Year Costs Were Incurred 1999 - 2000			
(03) Reimbursable Components: Check only one box per form to identify the component being claimed.							
<input type="checkbox"/> Administration and Regulation of Batterers' Treatment Programs <input type="checkbox"/> Victim Notification <input checked="" type="checkbox"/> Assessing Future Probability of Defendant Committing Murder							
(04) Description of Expenses: Complete columns (a) through (h).				Object Accounts			
(a) Employee Names, Job Classifications, Functions Performed and Description of Expenses	(b) Hourly Rate or Unit Cost	(c) Hours Worked or Quantity	(d) Salaries	(e) Benefits	(f) Services and Supplies	(g) Travel and Training	(h) Equipment
Various Deputy Probation Officers - Assist in evaluating and selection of a homicidal risk assessment instrument. - Assess or evaluate defendants for the possibility of committing murder in the future. - Perform interviews and investigate dependants.	36.88	946	34,888	7,750			
(05) Total	<input checked="" type="checkbox"/>	Subtotal	<input type="checkbox"/>	Page: 1 of 1	34,888	7,750	0

CALCULATION OF CASES

		TOTAL
No. of Cases - FY00 (July 1, 2000 - June 30, 2001)	594	
No. of Misdemeanor Cases - FY00 (Jul 00 - June 01)		594

CALCULATION OF HOURS

	Avg. Hour per case	No. of Cases	Total No. of Hours	TOTAL HOURS
A Admin & Regulation				2,632
TimeStudy *	-	594	-	
Dom. Violence Unit			2,632	
B Victim Notification				2,545
TimeStudy *	0.55	594	328	
VOP Calendar - 3rd Letter (10mins Avg)	0.17	1,253	209	
Sharks (10 mins * 2 notification)	0.33	2,006	669	
Dom. Violence Unit			1,339	
C Assessment				946
TimeStudy *	1.59	594	946	

Others

* (using FY01 Data - Time Study)

Domestic Violence Treatment Services

F/Y00-01

Administration of Batterers Programs

	Hours 2 DPO's	Hours SPO
Processing New Applicatons	30	20
Reviewing Application Corrections	20	
Conducting Onsite Adminitrative Reviews	255	16
Onsite Group Reviews	275	12
Progress Report Evaluations	310	32
Editing Standards, Policy Reviews	60	10
Preparing meeting agendas, minutes	74	12
Preparing reports for Certification Meetings	352	30
Notification of approval, renewal, susp., revocation, etc.	70	30
Responding to in-house and public inquiries	256	40
Miscellaneous Correspondence	84	40
Technical Assistance and training programs	165	40
	A 1951	282

Meeting and conferring with criminal justice agencies and victim advocacy programs

DV Council		5
Certification Meetings	32	16
Probation/Provider Meetings	24	12
Batterers Intervention	10	6
Court Systems		12
	66	51
	A	

Staff Training

28 PO's @ 8 hours each

224

A

Domestic Violence Treatment Services

F/Y 2000-2001

Meeting and Confering With Criminal Justice Agencies and Victim Advocacy Programs

Hours	DPO Hours	SPO Hours
Family Violence Center Staff (1 DPO)	288	12
Domestic Violence Council (1 DPO & 1 SPO)	6	16
Certification Meetings (1 SPO)	0	9
Probation/Providers Meetings (1 SPO)	0	6
Batterers Intervention Committee (1 DPO & 1 SPO)	15	15
Court Systems Committee (1 SPO)	0	20
Victim/Survivor Advocacy Committee (1 DPO & 1 SPO)	15	15
Death Review Committee (1 SPO)	0	20
Juvenile DV/FV Court Systems Committee (1 DPO & 1 SPO)	18	18
SCCCART (1 DPO)	22	0
AWARE/Cell Phone Committee (1 DPO)	6	0
San Jose Mayor's DV Taskforce (1 DPO)	16.5	0
Annual Law Enforcement DV Protocol Review	4	4
Totals	<u>390.5</u> A	<u>135</u>

Providing Resources To Victims

	DPO Hours	SPO Hours
11 DPO's	660 (5 hrs. each per month)	24
Totals	660 Hours B	24 Hours

Victim Notification

New Cases To Unit

Month	Number of New Probatoners
Jul-00	135
Aug-00	64
Sep-00	39
Oct-00	27
Nov-00	52
Dec-00	28
Jan-01	59
Feb-01	67
Mar-01	49
Apr-01	40
May-01	45
Jun-01	36
Total	<u>641 at 10 minutes</u> each = <u>106.8</u> Hours B

Hearings

	Misdemeanors	Felonies
July 2000	8	15
August 2000	16	33
September 2000	19	23
October 2000	30	25
November 2000	17	14
December 2000	7	26
January 2001	25	23
February 2001	26	31
March 2001	30	18
April 2001	18	21
May 2001	31	23
June 2001	14	18
Totals	<u>241</u>	<u>270</u>

85.17 Hours

At 10 minutes each = 85.16 hours

Field Contacts

Jul-00	27
Aug-00	43
Sep-00	47
Oct-00	47
Nov-00	40
Dec-00	36
Jan-01	34
Feb-01	33
Mar-01	48
Apr-01	40
May-01	43
Jun-01	49
Totals	<u>487</u> at one hour each = 487 Hours

Karen Fletcher
11/28/2001 04:54 PM

To: Champa Manian/PRO/SCCPRO@SCCPRO
cc:
Subject: Number of DV VOPs FY2001

The number of Domestic Violence cases on the VOP calendar for FY 2001 is as follows:

July 2000:	89
August	106
September	103
October	146
November	94
December	52
January 2001	127
February	115
March	140
April	111
May	111
June	<u>59</u>
Total	1,253

B

Thanks Champa...sorry for the delay!

Sharks Open file

1/21/91

Order	PFN	Count
2001		1546
October		80
September		137
August		216
July		156
June		164
May		195
April		172
March		163
February		116
January		147
2000		1360
December		127
November		136
October		132
September		121
August		143
July		145
June		118
May		103
April		86
March		93
February		79
January		77
1999		781
1998		304
1997		8
1996		4
1995		11
1993		1
1992		1
1990		1
201		1
		4018

907
804
174

003

Sharks

B. Victim Newspaper

ANT

11/01/01

Order	PFN	Count
2001		39
September		1
May		2
April		3
March		5
February		16
January		12
2000		412
December		23
November		21
October		27
September		18
August		40
July		32
June		41
May		35
April		34
March		48
February		41
January		52
1999		523
1998		436
1996		6
1995		4
1994		1
1992		1
		1422

Shirley closed file

11/01/01

Order	PFN	Count
2001		5
April		1
March		1
February		1
January		2
2000		189
December		5
October		7
September		11
August		10
July		8
June		11
May		11
April		21
March		34
February		36
January		35
1999		855
1998		288
1997		14
1996		54
1995		36
1994		8
1993		1
1992		1
1966		1
		<u>1452</u>

Handwritten annotations: A bracket groups the counts for 2001 (5), 2000 (189), and 1999 (855) with a handwritten '5' next to it. Another bracket groups the counts for 2000 (189), 1999 (855), and 1998 (288) with a handwritten '46' next to it. A third bracket groups the counts for 1999 (855), 1998 (288), and 1997 (14) with a handwritten '41' next to it.

CALCULATION OF PRODUCTIVE HOURLY AND BENEFIT RATES

FY00 for 3724 & 3726

DAFR8030		# of PO's		X48	X44	
<u>Salaries (1185)</u>			<u>X50/X52/X53</u>	<u>Salaries (1185)</u>	<u>Salaries (1185)</u>	
W85	181,039	13/01	146	16	1,199,661	171,216
X50	8,327,638 *	07/01	147	16		
		26/00	146	16		
	<u>8,508,677</u>	20/00	148	16		
		15/00	147	16		
			<u>734</u>	80	# of Employees	# of Employees
		Avg. Empl	<u>147</u>		<u>16</u>	<u>2</u>
Average Salaries			<u>57,961</u>			<u>76,160</u>

* - Includes X52 & X53's

CALCULATION OF BENEFIT RATE

		X50's	X44/X48
1183	1996/Empl	1,996	1,996
1196	5113/Empl	5,113	5,113
1198	0.07	4,057	5,331
1199	0.0175	1,014	1,333
1192	0.0007	41	53
1197	0.0145	654 *	859
		<u>12,875</u>	<u>14,685</u>
Benefit Rate		<u>22.21%</u>	<u>19.28%</u>

Net Average Productive Hours Per Employee (County) 1,572

<u>Productive Hourly Rate</u>	X50's	X44/X48
	<u>\$ 36.88</u>	<u>\$ 48.46</u>

* Medicare portion of FICA applies only to Probation Officers hired after 4/1/86. Based on a review of Probation Officers on staff in fiscal year 99/00, 22.2% were employed prior to 4/1/86. Accordingly, annual FICA benefits have been porportionately reduced.

INDIRECT COST RATE PROPOSAL

PROBATION DEPARTMENT

ADULT INVESTIGATION & ADULT SUPERVISION

CHAPTER 1090/96 - CHILD ABUSE TREATMENT SERVICES

AUTHORIZATION AND CASE MANAGEMENT

(FY 01 ACTUAL)

SOURCE: DAFR8030 - Costs of Adult Admin & Supp, Investigation & Supervision

DESCRIPTION OF COST	TOTAL COST	EXCLUDABLE UNALLOWABLE COST	ALLOWABLE INDIRECT COST	ALLOWABLE DIRECT COST
SALARIES AND BENEFITS				
Salaries & Wages	1185,1187,1193,1195		3,662,368	8,960,375
Overtime	1191, 1391	0	926	32,903
Benefits	1183,1192,1196,1197,1198,1199		1,060,631	2,049,164
SUBTOTAL		0	4,723,925	11,042,442
SERVICES & SUPPLIES				
Telephone Services	2124,2125,2126		189,818	
Maintenance-Equip & Struct Imp.	2211,2225		25,122	21,325
Rents & Leases - Equip & Office	2451,2472		1,152,772	0
Small Tools & Inst.	2501		144,232	32,281
Printing & Reproduction	2585,2586		15,369	
Automobile Mileage	2752		12,875	
Garage Auto Services	2756		196,174	
Others (all other obj. 2)	all other obj. 2		380,416	0
SUBTOTAL		0	2,116,778	53,606
TOTAL		0	6,840,703	11,096,048
GENERAL ADMIN COST ALLOC				
			2,000,352	
COST PLAN COSTS ALLOCATION				
			1,568,271	
TOTAL COSTS		0	10,409,326	11,096,048
INDIRECT COST RATE			94.27%	

PROBATION DEPARTMENT

(FY 01 ACTUAL)

SOURCE: DAFR8030 - Costs of Adult Admin & Supp, Investigation & Supervision

SALARIES AND BENEFITS

Class	Title	1185	1187	TOTAL	Allowable Indirect Costs	Allowable Direct Costs
<u>ADMIN & SUPPORT</u>						
A82	Deputy Chief Prob. Ofcr			-		
C53	Office Automation System			-		
C76	Office Mngt Coordinator			-		
D11	Transcriptionist			-		
D17	Receptionist			-		
D27	Secretary II			-		
D28	Secretary I			-		
D34	Supv. Clerk I			-		
D36	Adv. Clerk Typist			-		
D39	Clerk Typist			-		
D40	Clerk I			-		
D42	Law Enforcement Records			-		
D60	Clerical Office Supv			-		
F14	Legal Clerk			-		
G39	Dept Information Sys			-		
	TOTAL	2,157,600	109,036	2,266,636	2,266,636	
	Premium Pay (1193,1195,1391,1234)			24,855	24,855	
	Overtime (1191, 1391)			926	926	
	Benefits (1183,1192,1196, 1197,1198,1199)			807,438	807,438	
	SUBTOTAL			3,099,855	3,099,855	
<u>ADULT INVESTIGATION</u>						
X44	Probation Manager	85,134		85,134	85,134	
X48	Supv Probation Officer	594,864		594,864	594,864	
X5x	Deputy Prob Officer (W85)	3,933,577	81,463	4,015,040		4,015,040
X27	Sr Group Counselor	-		-	-	-
Q96	Training Instructor / Others	-		-	-	-
E07	Community Worker	36,325	30,321	66,646		66,646
E19	Prob Community Worker	111,696	5,283	116,979		116,979
F38	Justice Systems Clerk I	2,129		2,129		2,129
H56	Head Cook	1,786		1,786		1,786
R20	Dietitian II	1,811		1,811		1,811
	SUBTOTAL	4,767,322	117,067	4,884,389		
	Premium Pay (1193,1195,1391)			16,348		16,348
1191	Overtime			3,194		3,194
	Benefits(1183,1192,1196, 1197,1198,1199)			1,081,866	131,120	950,746
	SUBTOTAL			5,985,797		
<u>SUPERVISION</u>						
	Community Worker	5,842		5,842		5,842
E19	Prob Comm Worker	80,405		80,405		80,405
Q94	Probation Comm Worker	43,706		43,706		43,706
W82	Supv Probation Officer			-		-
W85	Dep Probation Officer	181,039		181,039		181,039
X27	Sr Group Counselor			-	-	-
X2x	Group Counselor I/II	81,965		81,965		81,965
X44	Probation Manager	86,082		86,082	86,082	
X48	Supv Probation Officer	604,797		604,797	604,797	
X50	Deputy Probation Officer	4,265,662	46,936	4,312,598		4,312,598
	SUBTOTAL	5,349,498	46,936	5,396,434		
	Premium Pay (1193,1195,1391)			34081		34081
1191	Overtime			29,709		29,709
	Benefits(1183,1192,1196, 1197,1198,1199)			1,220,491	122,073	1,098,418
	SUBTOTAL			6,680,715		
	TOTAL (Salaries & Benefits)			15,766,367		
	TOTAL (Direct & Indirect Costs)				4,723,925	11,042,442

156 51

**ADULT PROBATION
FISCAL YEAR 2001**

ESBJ	DESCRIPTION	37/2 Admin/Supp	37/24 Investigation	37/26 Supervision	TOTAL
1183	RETIREE MEDICAL EXPENSE	113,090	155,905	178,351	447,346
1185	PERMANENT EMPLOYEES	2,157,600	4,767,322	5,349,498	12,274,420
1187	TEMPORARY HELP	109,036	117,067	46,936	273,039
1191	OVERTIME	875	3,067	29,709	33,651
1192	UNEMPLOYMENT INSURANCE	1,609	3,448	3,836	8,893
1193	PREMIUM PAY	24,753	16,348	28,849	69,950
1195	CALL DUTY	12		3,584	3,596
1196	HEALTH INSURANCE	338,831	452,320	516,481	1,307,632
1197	FICA-EMPLOYER SHARE	166,153	52,312	65,676	284,141
1198	PERS-RETIREMENT	147,515	331,760	360,279	839,554
1199	WORKERS' COMPENSATION	40,240	86,121	95,868	222,229
1234	UNIFORM ALLOWANCE	90			
1391	HOLIDAY OVERTIME	51		1,648	1,699
1491	12 PLAN OT		127	0	
Object 1		3,099,855	5,985,797	6,680,715	15,766,150
2111	CLOTHING & PERS. EXPENSE	65	381	1,929	2,375
2112	SAFETY SHOES				0
2126	COMM & TELEPHONE SRVCS	54,941	4,668	22,144	81,753
2145	FOOD	75	10	28	
2161	HOUSEHOLD EXPENSE	837			837
2206	INTERPRETER FEES		4,848	1,354	6,202
2211	MAINTENANCE - EQUIPMENT	20,070	55	21,270	41,395
2225	MAINT-STRUCT IMP. & GRD.	5,052			5,052
2251	MED, DENTAL & LAB SUPPLIES				0
2285	MISCELLANEOUS EXPENSE	670	1,546	5,374	7,590
2301	OFFICE EXPENSE	49,579	6,985	7,342	63,906
2302	OPERATING EXPENSE - OTHER		12		
2322	PROF AND SPECIAL SERVICE		19,210	17,593	36,803
2329	CONTRACT SERVICE			105,143	
2331	DATA PROCESSING SERVICES	13,851		303	14,154
2451	RENTS & LEASES - EQUIPMENT	54,429	3,185		57,614
2455	SHOP SUPPLIES				0
2472	OFFICE RENTS	1,095,158			1,095,158
2501	SMALL TOOLS & INSTRUM.	144,232	16,420	15,861	176,513
2547	EDUCATION EXPENSE				0
2574	MEMBERSHIP DUES	35		50	85
2585	EXTERNAL PRINTING			3	3
2586	PRINTING & REPRODUCTION	15,366			15,366
2624	SPECIAL DEPT. EXPENSE	38	362	2,200	2,600
2751	TRANSPORTATION & TRAVEL	3,078	7,444	8,517	19,039
2752	AUTOMOBILE MILEAGE	1,822	9,624	1,429	12,875
2756	GARAGE AUTO SERVICES	16,424	19,387	160,363	196,174
2952	SERVICES & SUPPLIES - OT		493		
2962	PC HARDWARE		-	105,724	
2963	PC SOFTWARE	8,100			8,100
2991/2	EXTERNAL POSTAGE	23			23
2993	TRANSPORTATION	999	5,157		6,156
Object 2		1,587,931	105,742	476,711	2,170,384
7300	REIMB-PROF & SPECIAL SRVCS		(26,574)	(143,600)	(170,174)
Object 7			(26,574)	(143,600)	(170,174)
	TOTAL	4,687,786	6,064,965	7,013,826	17,766,577

**DOMESTIC VIOLENCE TREATMENT SERVICES
PRODUCTIVE HOURS TIME STUDY - June 2001**

Name	Index	Class	Unit	A	B	C	Others	TOTAL	Total DV Hrs.
Cerussi, Jane	3724	X52	Inv - I		1.00	4.50	162.50	168.00	5.50
Clements, T.C.	3724	X50	Inv - I		7.25	6.50	98.25	112.00	13.75
Hull, John M.	3724	X50	Inv - I		0.35	2.25	29.40	32.00	2.60
Johnson, Mike	3724	X50	Inv - I		0.50	2.00	77.50	80.00	2.50
King, Michael	3724	X52	Inv - I		2.00	15.00	143.00	160.00	17.00
Mensah, Joseph	3724	X50	Inv - I		-	-	160.00	160.00	-
Munoz, Sandra	3724	X50	Inv - I		0.50	2.75	156.75	160.00	3.25
					11.60	33.00	827.40	872.00	44.60
Atwell, Dianne	3724	X50	Inv - II		4.00	4.00	162.00	170.00	8.00
Baker, James W.	3724	X50	Inv - II		1.75	1.00	167.25	170.00	2.75
Davis, Douglas P.	3724	X53	Inv - II		0.25		167.75	168.00	0.25
Demasi, Andrew J.	3724	X53	Inv - II		0.25	2.00	165.75	168.00	2.25
Marquez, Sandra	3724	X53	Inv - II		1.50	6.00	160.50	168.00	7.50
Mattson, Edward	3724	X50	Inv - II		-	-	168.00	168.00	-
Stelle, Thomas A.	3724	X50	Inv - II			5.00	163.00	168.00	5.00
Trione, Joseph	3724	X52	Inv - II		3.00	10.00	155.00	168.00	13.00
Sub-total					10.75	28.00	1,309.25	1,348.00	38.75
Bates, Deborah S.	3724	X50	Inv - III		1.25	6.00	152.75	160.00	7.25
DeJesus, Alysa	3724	X52	Inv - III		0.50	3.00	164.50	168.00	3.50
Martinez, Manuel	3724	X52	Inv - III		0.50	1.00	166.50	168.00	1.50
Nguyen, Lan T.	3724	X50	Inv - III		0.50	1.50	166.00	168.00	2.00
Phan, Can	3724	X52	Inv - III				168.00	168.00	-
Robinson, Linda	3724	X52	Inv - III		1.00		167.00	168.00	1.00
Schuett, Sonya	3724	X52	Inv - III		1.50	8.50	158.00	168.00	10.00
Shannon, Kerry	3724	X52	Inv - III		2.25	5.00	160.75	168.00	7.25
Yoder, Sherry	3724	X53	Inv - III				168.00	168.00	-
Sub-total					7.50	25.00	1,471.50	1,504.00	32.50
TOTAL				-	29.85	86.00	3,608.15	3,724.00	115.85
AVERAGE (Hours/ 54 cases)				-	0.55	1.59			2.11

August 17, 2000

GUIDE TO EMPLOYEE BENEFITS FY 2000-2001 Rates

Rates as of April 7, with the exception of August 4 for Workers Compensation, for FY 2000-2001 are shown below:

1. The STARS 1183 rate relies on ACTUAL charges, as opposed to budgeted costs. Therefore, the charge in STARS is higher than the rate in BRASS. In addition, the BRASS rate has been reduced to account for the amount budgeted in 1182. This amount is an offset to the charge in STARS to subobject 1183. The amount budgeted in BRASS subobjects 1182 and 1183, and the amount actually charged to STARS in subobject should be relatively equal in departments with some degree of turnover.

Rates for positions of various funds are:

	<u>BRASS</u>	<u>STARS</u>	<u>DIFF</u>
0001-General Fund	\$792	\$1,996	// \$1,204
0023-Roads	\$1,017	\$1,934	\$917
0025-Library	\$1,196	\$2,010	\$814
0060-VMC	\$980	\$1,913	\$933
0061-Aviation	\$1,094	\$1,928	\$834
0021-Courts	\$1,123	\$1,844	\$711
All other funds	\$851	\$1,844	\$993

For positions added or deleted in the FY 2001 CMB in BRASS, the difference between the two rates should be entered in subobject 1182, using the "general" tab.

2. Holiday Overtime and 12-Plan overtime will be budgeted separately from Operational Overtime.
3. Safety members in CEMA and 715/Administrative, Professional and Technical, pay their own PERS member contribution.
4. FYI, the salary savings factor is charged against 1183, 1185, 1192, 1196, 1197, 1198, and 1199.

**Revised Worker's Compensation BRASS Rates
FY 2000-2001**

Fund	Budget Unit	Budget Unit Name	BRASS FY 2001 Rate ¹	STARS FY 2001 Rate (subject to change)
All	All	Countywide Average	0.0228	0.0228
0001	0101 to 0105	Supervisor District 1 through 5	0.0119	0.0117
0001	0106	Clerk of the Board	0.0135	0.0140
0001	0107	County Executive	0.0112	0.0116
0001	0110	Controller-Treasurer	0.0141	0.0146
0001	0112	Tax Collector	0.0162	0.0168
0001	0114	County Recorder	0.0166	0.0165
0001	0115	Assessor	0.0160	0.0147
0001	0117	Measure B Transportation Improvement Program	0.0115	0.0115
0001	0118	Purchasing	0.0267	0.0277
0001	0120	County Counsel	0.0123	0.0124
0001	0130	ESA Admin/Pers/Ben/Trng/LR/ER	0.0141	0.0146
0076	0132	ESA Unemployment Insurance ISF	0.0163	0.0161
0001	0132	ESA Risk Management Admin./EE Well/OSEC	0.0144	0.0115
0078	0132	ESA Worker's Compensation ISF	0.0489	0.0493
0075	0132	ESA Liability Insurance ISF	0.0111	0.0115
0001	0135	GSA Admin./Intgvl Svc.	0.0145	0.0152
0073	0135	GSA Fleet Management ISF	0.0360	0.0360
0077	0135	GSA Printing Services ISF	0.0136	0.0136
0001	0140	Registrar of Voters	0.0196	0.0200
0001	0145	Data Processing Information Services Center	0.0140	0.0115
0074	0145	Data Processing ISF	0.0155	0.0156
0001	0148	Department of Revenue	0.0200	0.0207
0001	0190	GSA Communications Admin.	0.0275	0.0277
0001	0200	D.A. Family Support	0.0175	0.0180
0001	0202	District Attorney Administration	0.0148	0.0150
0001	0203	D.A. Crime Lab	0.0118	0.0121
0001	0204	Public Defender	0.0131	0.0132
0001	0210	Office of Pretrial Services	0.0142	0.0145
0021	0220	Consolidated Courts	0.0225	0.0233
0001	0230	Sheriff Department	0.0294	0.0265
0001	0231	Sheriff - Court & Custody	0.0179	0.0179
0001	0235	Sheriff - DOC Contract	0.0435	0.0441
0001	0240	Department of Correction	0.0387	0.0378
0001	0246	Probation	0.0171	0.0175
0001	0260	Environmental Resource Agency	0.0215	0.0222
0031	0260	ERA Weed Abatement	0.0132	0.0132
0030	0261	Environmental Health	0.0176	0.0180
0001	0262	Agriculture/Weights & Measures/Animal Control	0.0135	0.0133
0035	0168	ERA Housing & Community Development	0.0120	0.0115
0001	0263	GSA Facilities Department	0.0326	0.0333
0001	0293	Medical Examiner/Coroner	0.0166	0.0169
0001	0410	Public Health Administration	0.0170	0.0178
0028	0411	ERA Vector Control District	0.0163	0.0158
0001	0412	Mental Health	0.0378	0.0401
0001	0414	Children's Shelter/Custody Hlth Svc	0.0213	0.0206
0001	0417	Bureau of Drug & Alcohol Programs	0.0134	0.0139
0001	0418	Community Outreach Programs	0.0114	0.0115
0001	0501	Social Services Administration	0.0195	0.0200

¹ The Countywide Average BRASS rate is used in BRASS Decision Packages. The budget unit-specific rate is tied to entry in SBFS.

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FY 2000-2001**

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0001	0112	Tax Collector	0.0162	0.0168
0001	0114	County Recorder	0.0166	0.0165
0001	0115	Assessor	0.0160	0.0147
0001	0117	Measure B Transportation Improvement Program	0.0115	0.0115
0001	0118	Purchasing	0.0267	0.0277
0001	0120	County Counsel	0.0123	0.0124
0001	0130	ESA Admin/Pers/Ben/Trng/LR/ER	0.0141	0.0146
0076	0132	ESA Unemployment Insurance ISF	0.0163	0.0161
0001	0132	ESA Risk Management Admin./EE Well/OSEC	0.0144	0.0115
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0077	0135	GSA Printing Services ISF	0.0136	0.0136
0001	0140	Registrar of Voters	0.0196	0.0200
0001	0145	Data Processing Information Services Center	0.0140	0.0115
0074	0145	Data Processing ISF	0.0155	0.0156
0001	0148	Department of Revenue	0.0200	0.0207
0001	0190	GSA Communications Admin.	0.0275	0.0277
0001	0200	D.A. Family Support	0.0175	0.0180
0001	0202	District Attorney Administration	0.0148	0.0150
0001	0203	D.A. Crime Lab	0.0118	0.0121
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0001	0410	Public Health Administration	0.0170	0.0178
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0001	0501	Social Services Administration	0.0195	0.0200

¹ The Countywide Average BRASS rate is used in BRASS Decision Packages. The budget unit-specific rate is tied to entry in SBFS.

Santa Clara County Certified Batterers/Domestic Violence Programs
Condado de Santa Clara Programas Certificados En Violencia Domestica

Bata/Starr Counseling Associates

(English only)
 Rick Bata
 2400 Moorpark Ave.
 Suite 207B
 San Jose, CA. 95128
 (408) 450-8370
 Fax (408) 995-0459

A New Beginning

(English, Korean)
 Sallie Danenberg
 1155 Meridian Ave,
 Suite 121
 San Jose, CA 95125
 (408) 266-8544
 FAX (408) 266-8545

Harbor Light Counseling

*(English-Heterosexual
 Gay/Lesbian)
 Peggy Schrader, Clay
 Roberts
 2400 Moorpark, Suite 318
 San Jose, CA 95128
 (408) 297-3143
 Fax (408) 297-3111

Center for Human Development *

(English, Mandarin)
 Barbara Gilbert, Ph. D.
 105 N. Bascom Suite 103
 San Jose, CA 95128
 (408) 298-8115

Domestic Violence Counseling and Intervention Services *

(English)
 Mica Fuller
 940 Saratoga Ave. #105
 San Jose, CA 95129
 (408) 261-5890
 Fax (408) 261-5899

Turning Point Counseling and Educational Services *

(English/Spanish)
 Athena Taj, Frank Del Fiugo

Sunnyvale Office
 510 So. Mathilda Ave.
 Suite # 10
 Sunnyvale, CA 94086
 (408) 739-2171
 Spanish (408) 739-3012
 Fax same as phone number

Mountain View Office
 748 Mercy Street
 Mountain View, CA 94041
 (650) 569-6813

South San Jose Office
 6122 Camino Verde,
 Suite 15
 San Jose, CA 95119
 (408) 739-2171
 Fax (408) 739-3012

Women's Spanish
 Darshana Rouldan
 (408) 739-3012

Family and Children Services *

(English/Spanish)
 Victoria Colligan
 375 Cambridge Avenue
 Palo Alto, CA 94307
 (650) 326-6576

Community Solutions

(English/Spanish)
 Josie Martinez
 8475 Forest Street
 Gilroy, CA 95020
 (408) 842-7138
 Fax (408) 842-0757

Next Door Solutions to Domestic Violence

(English)
 Debbie Sayre
 1181 N. Fourth Street
 San Jose, CA 95112
 (408) 279-7550
 Fax (408) 279-7562

Living Without Violence

S.C.Co. Dept. of Family
 and Children's Services
 (English/Spanish/Tagalog/
 Vietnamese)

D.F.C.S./ Juvenile Court Clients Only

Marla Johanning
 1725 Technology
 San Jose, CA 95110
 (408) 441-5682
 Spanish 729-2317
 Vietnamese 441-5612
 Tagalog 299-1503
 Fax (408) 573-1326

Proyecto Primavera

(English/Spanish/
 Vietnamese)
 Rita Tercero
 1430 Tully Rd. #410
 San Jose, CA 95122
 (408) 278-9031
 Fax (408) 277-0561

Domestic Violence #2

(English/Spanish)
 Sylvia Bettencourt
 1394 Tully Rd. #206
 San Jose, CA 95122
 (408) 275-7150
 Fax (408) 275-7154

Batterers must personally contact a certified program to arrange an intake interview and enrollment. Partners are prohibited from attending the program with the batterer.
El acusado(a) tiene que ponerse en contacto personalmente con uno de estos programas certificados para hacer una cita. Es prohibido que la pareja atiendo el programa con el acusado(a).

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2000
Audit ID# S03-MCC-0002

Analysis of Indirect Cost Rate Calculation 2000/01

<u>Description of Cost</u>	<u>Claimed Indirect Costs</u>	<u>Allowable per Audit</u>	<u>Adjustments</u>
Salaries and Benefits	4,723,925	4,723,925	-
Services and Supplies	2,116,778	2,116,778	-
General Admin Cost Allocation	2,000,352	1,980,405	19,947
Cost Plan Costs Allocation	<u>1,568,271</u>	<u>1,568,271</u>	<u>-</u>
Total Indirect Costs	<u>10,409,326</u>	<u>10,389,379</u>	<u>19,947</u>
Claimed Direct Labor	11,042,442	11,042,442	-
Indirect cost rate	94.27%	94.09%	0.18%

INDIRECT COST RATE PROPOSAL
PROBATION DEPARTMENT
ADULT INVESTIGATION & ADULT SUPERVISION
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
CH 183/92, 184/92, 28/94 & 64/95
(FY 01 ACTUAL)
SOURCE: DAFR8030 - Costs of Adult Admin & Supp, Investigation & Supervision

DESCRIPTION OF COST		TOTAL COST	EXCLUDABLE UNALLOWABLE COST	ALLOWABLE INDIRECT COST	ALLOWABLE DIRECT COST
SALARIES AND BENEFITS					
Salaries & Wages	1185,1187,1193,1195	12,622,743		3,662,368	8,960,375
Overtime	1191, 1391	33,829	0	926	32,903
Benefits	1183,1192,1196,1197,1198,1199	3,109,795		1,060,631	2,049,164
SUBTOTAL		15,766,367	0	4,723,925	11,042,442
SERVICES & SUPPLIES					
Telephone Services	2124,2125,2126	189,818		189,818	
Maintenance-Equip & Struct Imp.	2211,2225	46,447		25,122	21,325
Rents & Leases - Equip & Office	2451,2472	1,152,772		1,152,772	0
Small Tools & Inst.	2501	176,513		144,232	32,281
Printing & Reproduction	2585,2586	15,369		15,369	
Automobile Mileage	2752	12,875		12,875	
Garage Auto Services	2756	196,174		196,174	
Others (all other obj. 2)	all other obj. 2	380,416		380,416	0
SUBTOTAL		2,170,384	0	2,116,778	53,606
TOTAL		17,936,751	0	6,840,703	11,096,048
GENERAL ADMIN COST ALLOC					
		2,000,352		2,000,352	
COST PLAN COSTS ALLOCATION					
		1,568,271		1,568,271	
TOTAL COSTS		21,505,374	0	10,409,326	11,096,048
INDIRECT COST RATE		94.27%			

**ADULT PROBATION
FISCAL YEAR 2001**

ESB#	DESCRIPTION	3712 Adm/Supp	3722 Investigation	3726 Supervision	TOTAL
1183	RETIREE MEDICAL EXPENSE	113,090	155,905	178,351	447,346
1185	PERMANENT EMPLOYEES	2,157,600	4,767,322	5,349,498	12,274,420
1187	TEMPORARY HELP	109,036	117,067	46,936	273,039
1191	OVERTIME	875	3,067	29,709	33,651
1192	UNEMPLOYMENT INSURANCE	1,609	3,448	3,836	8,893
1193	PREMIUM PAY	24,753	16,348	28,849	69,950
1195	CALL DUTY	12		3,584	3,596
1196	HEALTH INSURANCE	338,831	452,320	516,481	1,307,632
1197	FICA-EMPLOYER SHARE	166,153	52,312	65,676	284,141
1198	PERS-RETIREMENT	147,515	331,760	360,279	839,554
1199	WORKERS' COMPENSATION	40,240	86,121	95,868	222,229
1234	UNIFORM ALLOWANCE	90			90
1391	HOLIDAY OVERTIME	51		1,648	1,699
1491	12 PLAN OT		127	0	127
Object 1		3,099,855	5,985,797	6,680,715	15,766,367
2111	CLOTHING & PERS. EXPENSE	65	381	1,929	2,375
2112	SAFETY SHOES				0
2126	COMM & TELEPHONE SRVCS	54,941	4,668	22,144	81,753
2145	FOOD	75	10	28	113
2161	HOUSEHOLD EXPENSE	837			837
2206	INTERPRETER FEES		4,848	1,354	6,202
2211	MAINTENANCE - EQUIPMENT	20,070	55	21,270	41,395
2225	MAINT-STRUCT IMP. & GRD.	5,052			5,052
2251	MED, DENTAL & LAB SUPPLIES				0
2285	MISCELLANEOUS EXPENSE	670	1,546	5,374	7,590
2301	OFFICE EXPENSE	49,579	6,985	7,342	63,906
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2547	EDUCATION EXPENSE				0
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2624	SPECIAL DEPT. EXPENSE	38	362	2,200	2,600
2751	TRANSPORTATION & TRAVEL	3,078	7,444	8,517	19,039
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2952	SERVICES & SUPPLIES - OT		493		493
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2963	PC SOFTWARE	8,100			8,100
2991/2	EXTERNAL POSTAGE	23			23
2993	TRANSPORTATION	999	5,157		6,156
Object 2		1,587,931	105,742	476,711	2,170,384
7300	REIMB-PROF & SPECIAL SRVCS		(26,574)	(143,600)	(170,174)
Object 7			(26,574)	(143,600)	(170,174)
	TOTAL	4,687,786	6,064,965	7,013,826	17,766,577

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PROBATION DEPARTMENT

(FY 01 ACTUAL)

SOURCE: DAFR8030 - Costs of Adult Admin & Supp, Investigation & Supervision

SALARIES AND BENEFITS

Class	Title	1185	1187	TOTAL	Allowable Indirect Costs	Allowable Direct Costs
<u>ADMIN & SUPPORT</u>						
A82	Deputy Chief Prob. Ofcr			-		
C53	Office Automation System			-		
C76	Office Mngt Coordinator			-		
D11	Transcriptionist			-		
D17	Receptionist			-		
D27	Secretary II			-		
D28	Secretary I			-		
D34	Supv. Clerk I			-		
D36	Adv. Clerk Typist			-		
D39	Clerk Typist			-		
D40	Clerk I			-		
D42	Law Enforcement Records			-		
D60	Clerical Office Supv			-		
F14	Legal Clerk			-		
G39	Dept Information Sys			-		
	TOTAL	2,157,600	109,036	2,266,636	2,266,636	
	Premium Pay (1193,1195,1391,1234)			24,855	24,855	
	Overtime (1191, 1391)			926	926	
	Benefits (1183,1192,1196, 1197,1198,1199)			807,438	807,438	
	SUBTOTAL			3,099,855	3,099,855	
<u>ADULT INVESTIGATION</u>						
X44	Probation Manager	85,134		85,134	85,134	
X48	Supv Probation Officer	594,864		594,864	594,864	
X5x	Deputy Prob Officer (W85)	3,933,577	81,463	4,015,040		4,015,040
X27	Sr Group Counselor	-		-	-	-
Q96	Training Instructor / Others	-		-	-	-
E07	Community Worker	36,325	30,321	66,646		66,646
E19	Prob Community Worker	111,696	5,283	116,979		116,979
F38	Justice Systems Clerk I	2,129		2,129		2,129
H56	Head Cook	1,786		1,786		1,786
R20	Dietitian II	1,811		1,811		1,811
	SUBTOTAL	4,767,322	117,067	4,884,389		
	Premium Pay (1193,1195,1391)			16,348		16,348
1191	Overtime			3,194		3,194
	Benefits(1183,1192,1196, 1197,1198,1199)			1,081,866	131,120	950,746
	SUBTOTAL			5,985,797		
<u>SUPERVISION</u>						
	Community Worker	5,842		5,842		5,842
E19	Prob Comm Worker	80,405		80,405		80,405
Q94	Probation Comm Worker	43,706		43,706		43,706
W82	Supv Probation Officer	-		-		-
W85	Dep Probation Officer	181,039		181,039		181,039
X27	Sr Group Counselor	-		-	-	-
X2x	Group Counselor I/II	81,965		81,965		81,965
X44	Probation Manager	86,082		86,082	86,082	
X48	Supv Probation Officer	604,797		604,797	604,797	
X50	Deputy Probation Officer	4,265,662	46,936	4,312,598		4,312,598
	SUBTOTAL	5,349,498	46,936	5,396,434		
	Premium Pay (1193,1195,1391)			34081		34081
1191	Overtime			29,709		29,709
	Benefits(1183,1192,1196, 1197,1198,1199)			1,220,491	122,073	1,098,418
	SUBTOTAL			6,680,715		
	TOTAL (Salaries & Benefits)			15,766,367		
	TOTAL (Direct & Indirect Costs)				4,723,925	11,042,442

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PROBATION DEPARTMENT
FY01 PROGRAM COST ANALYSIS

(Revised)

PROGRAM	SALARY & BENEFIT	SERVICES & SUPPLIES	ADMINISTRATIVE ALLOC	GENERAL ADMIN ALLOC	REIMB	VAC/SICK ACCRUAL	COST PLAN ALLOC	TOTAL COST	UNALLOWABLE	REVENUE	NET COST	BED/MAN DAYS	COST PER DAY
JUVENILE DIVISION													
JUVENILE HALL	13,696,636	1,363,395	22,620	3,844,591	(235,295)		1,798,445	20,490,392		410,493	20,079,899	112,901	\$177.85
EMP/MP	611,108	93,107	1,009	171,536			80,242	957,002			957,002	51,697	\$18.51
CRP	305,554	46,554	505	85,768			40,121	478,501			478,501	16,916	\$28.29
JAMES RANCH	3,009,689	649,580	140,431	884,055			400,950	5,084,704		165,899	4,918,805	28,496	\$172.62
HOLDEN RANCH	2,858,829	501,261	139,462	791,002			391,725	4,682,279		74,621	4,607,658	23,965	\$192.27
WRIGHT CENTER	2,506,191	441,231	122,312	566,934			274,141	3,910,810		56,682	3,854,128	13,565	\$284.12
JUVENILE SERVICES	6,009,902	474,966	920,719	1,031,923			237,373	8,674,882		2,245	8,672,637		
COMMUNITY SERVICES	4,816,885	3,357,575	704,375	1,041,656	(61,650)		222,590	10,081,532		2,767,846	7,313,686		
Traffic	376,618	8,457		592,068			14,641	991,784		9,460	982,324		
TOTAL JUVENILE DIVISION	34,197,412	6,936,226	2,051,433	9,009,532	(296,945)	0	3,460,229	55,351,887		3,487,246	51,864,641		
ADULT DIVISION													
ADULT INVESTIGATION	5,298,648	101,183	2,177,549	593,186	(26,574)		211,353	8,361,345		0	8,361,345		
Adult Screening	687,149	4,559	140,625	94,608			33,372	960,312			960,312		
ADULT SUPERVISION	6,680,715	476,711	2,125,432	1,286,611	(143,600)		1,323,546	11,749,416			11,749,416		
WORK FURLOUGH PROGRAM	1,930,689	387,919	145,168	270,774			354,734	3,089,283			3,089,283	76,671	\$40.29
Women's Residential Center	1,280,723	169,211	143,149	206,304			270,274	2,069,662			2,069,662	18,527	\$111.71
TOTAL ADULT DIVISION	15,877,924	1,139,583	4,731,923	2,457,483	(170,174)	0	2,193,279	26,230,018	0	0	26,230,018		
TOTAL OTHER			58,453	1,591,384			22,101	1,671,938		0	1,671,938		
TOTAL PROBATION DEPT	50,069,336	8,075,809	6,841,809	13,058,399	(467,119)	0	5,675,510	83,253,944	0	3,487,246	79,766,698		

1,568,271

1980.105

PROBATION DEPARTMENT COST PLAN COSTS ALLOCATION (FY01)													
DESCRIPTION	COST PLAN	UNALL	TRAF	8.0	221.5	36.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0
BUILDING USE	329,588	0	5,179	143,385	23,304	23,304	20,715	59,231	45,314	1,576	3,748	3,833	329,588
EQUIPMENT USE	69,663	0	785	21,733	3,532	3,532	3,140	8,978	6,868	3,630	8,634	8,831	69,663
CIVIC CTR PARK	227		3	71	12	12	10	29	22	12	28	29	227
SPACE RENTAL	22,101												22,101
COUNTY EXECUTIVE	18,555	0	209	5,789	941	941	836	2,391	1,829	967	2,300	2,352	18,555
BUDGET & ANALYSIS	87,400	0	985	27,266	4,432	4,432	3,939	11,264	8,617	4,555	10,833	11,079	87,400
CONTROLLER	130,858	0	1,474	40,824	6,635	6,635	5,898	16,864	12,901	6,819	16,219	16,588	130,858
INTERNAL AUDIT	64,659	0	729	20,172	3,278	3,278	2,914	8,333	6,375	3,370	8,014	8,196	64,659
ESA	181,166	0	2,041	56,519	9,186	9,186	8,165	23,347	17,861	9,441	22,454	22,965	181,166
PURCHASING	120,138	0	1,354	37,480	6,092	6,092	5,415	15,483	11,845	6,261	14,890	15,229	120,138
REVENUE & COLLECTION	1,491,162	0		93,312	40,622	40,622	31,930	20,623	0	220,061	36,105	1,048,509	1,491,162
COUNTY COUNSEL	44,146	0	497	13,772	2,238	2,238	1,990	5,689	4,352	2,301	5,472	5,596	44,146
GSA- SERVICES	18,935	0	213	5,907	960	960	853	2,440	1,867	987	2,347	2,400	18,935
FACILITIES	2,555,966	0		1,332,503	275,046	275,046	182,474	65,869	89,012	295,518	20,250	20,249	2,555,966
DISPATCHING	6,366	0	72	1,986	323	323	287	820	628	332	789	807	6,366
CJIC	184,931	0								31,825	75,693	77,413	184,931
OTHER SERVICES	22,439	0	253	7,000	1,138	1,138	1,011	2,892	2,212	1,169	2,781	2,844	22,439
TOTAL ALLOCATED	5,348,300	0	13,793	1,807,719	377,737	369,046	288,270	223,630	209,703	588,823	230,556	1,246,919	5,348,300
ROLL FORWARD	270,522		701	91,816	19,186	18,744	13,118	11,358	10,651	29,907	11,710	63,332	270,522
COST W/ROLL FWD	5,618,822	0	14,494	1,899,535	396,923	387,790	271,388	234,988	220,354	618,730	242,267	1,310,252	5,618,822
ADJUSTMENTS	56,788	0	147	19,274	4,027	3,935	2,754	2,384	2,236	6,278	2,458	13,295	56,788
PROPOSED COSTS	5,675,610	0	14,641	1,918,808	400,950	391,725	274,141	237,373	222,590	625,008	244,725	1,323,546	5,675,610

COST PLAN COSTS ALLOCATION - FY01

1. Building Use - Allocated to all Juvenile and Administration based on number of employees.

JH	221.50	133,952	9,433	143,385
JR	36.00	21,771	1,533	23,304
HR	36.00	21,771	1,533	23,304
WC	32.00	19,352	1,363	20,715
CS	70.00	42,332	2,981	45,314
JS	91.50	55,334	3,897	59,231
TRAFFIC	8.00	4,838	341	5,179
ADMIN	50.00	30,237	(30,237)	0
TOTAL JUV	545.00	329,588	(9,156)	320,432
Admin, further allocated to all IC based on number of employees.				
AD INVESTIGATION	88.00		3,748	3,748
AD SUPERVISION	90.00		3,833	3,833
WORK FURLOUGH	37.00		1,576	1,576
UNALLOWABLE TOM, 12-ANN, JOHN DICKS			0	0
TOTAL DEPT	710.00		(0)	329,588

2. Space Rental - Paid directly by the budget unit in FY 00

3. Revenue & Collection - allocated based on revenue collections by DOR.

3702	0	0
3726	4,627,526	1,048,509
3710	971,225	220,061
3706	411,828	93,312
3714	179,280	40,622
3716	140,922	31,930
3718	91,018	20,623
3724	159,345	36,105
	6,581,143	1,491,162

4. GSA-Maintenance, GSA-Custodial & Grd, GSA-Utilities (facilities) allocation based on Sq.footage of the county owned buildings.

5. CRIMINAL JUSTICE - Allocated to Adult 3710,3724 and 3726 based on no.of employees.

6. Roll Forward - Allocated based on net allocated

PROBATION DEPARTMENT
JOHN CAVALLI
(246) 878.5 - POSITIONS

FY01

JUVENILE DIVISION
GLENN ARIMA
284 - POSITIONS

JUVENILE ADMIN & SUPPORT
3704 - GLENN ARIMA
45.5 - POSITIONS

ADMINISTRATION
1 - DEPUTY CHIEF PO
1 - POSITION

DEL/CS/INST SUPPORT

1 - ADMIN SUPP OFFICER
5 - SUPERVISING CLERK
5 - TRANSCRIPTIONIST
19 - ADV CLERK TYPIST
1 - CLERK TYPIST
2 - LAW ENF. CLERK
10.5 - JUSTICE SYSTEMS CLERK
1 - DATA ENTRY OPERATOR
44.5 - POSITIONS

COMMUNITY SERVICES
5708 - BOB CREAMER
68 - POSITIONS

ROP/DIVERSION/VOMP/YEA

1 - PROBATION MANAGER
3 - SUPV PROB OFFICER
18 - DEPUTY PROB OFFICER
13 - PROB COMMUNITY WRKR
35 - POSITIONS

PLACEMENT

1 - SUPV PROB OFFICER
9 - DEPUTY PROB OFFICER
10 - POSITIONS

SCREENING/SCREENING INTAKE

1 - SUPV PROB OFFICER
6 - DEPUTY PROB OFFICER
7 - POSITIONS

ALL PLACEMENT ACADEMY

1 - SUPV PROB OFFICER
2 - DEPUTY PROB OFF
1 - SR GROUP COUNSELOR
4 - POSITIONS

JUVENILE COURT UNIT/TRAFFIC

2 - SUPV PROB OFFICER/1 THO
10 - DEPUTY PROB OFFICER
12 - POSITIONS

JUVENILE SERVICES
3702 - HAROLD MACLEAN
85.5 - POSITIONS

JUVENILE SERVICES

1 - PROBATION MANAGER
5 - SUPV PROB OFFICER
49 - DEPUTY PROB OFF
55 - POSITIONS

GANG UNIT

1 - SUPV PROB OFFICER
13 - DEPUTY PROB OFF
14 - POSITIONS

JUVENILE TREATMENT COURT

1 - SUPV PROB OFFICER
3 - DEPUTY PROB OFF
1 - PROB COMMUNITY WRKR
5 - POSITIONS

FOCUS 7 DOMESTIC VIOLENCE

1 - SUPV PROB OFFICER
9.5 - DEPUTY PROB OFF/2.5
1 - PROB COMM WORKER/DV
11.5 - POSITIONS

WILLIAM JAMES KANCH
3714 - ED TITUS

1 - PROBATION MANAGER
3 - SUPV PROB COUNSELOR
21 - PROB COUNSELOR
3 - PROBATION ASSISTANT
1 - RANCH MAINT SUPV
29 - POSITIONS

HAROLD HOLDEN KANCH
3716 - MIKE MATHIASSEN

1 - PROBATION MANAGER
3 - SUPV PROB COUNSELOR
21 - PROB COUNSELOR
3 - PROBATION ASSISTANT
1 - MAINT.MECHANIC II
29 - POSITIONS

WRIGHT RESIDENTIAL CENTER
3718 - MARTY BREWER

1 - PROBATION MANAGER
3 - SUPV PROB COUNSELOR
17 - PROB COUNSELOR
6 - PROBATION ASSISTANT
27 - POSITIONS

JUVENILE DETENTION DIV
PAT SHANNON
197.5 - POSITIONS

JUV HALL ADMIN & SUPPORT
3706/07 - PAT SHANNON
20.5 - POSITIONS

ADMINISTRATION
1 - DEPUTY CHIEF PO
1 - SECRETARY II
2 - POSITIONS

JUVENILE HALL SUPPORT

1 - ADMIN SUPP OFFICER
2 - SUPERVISING CLERK
1 - RECEPTIONIST
2 - ACCOUNT CLERK II
5.5 - LAW ENFORC. CLERK
3 - JUSTICE SYSTEMS CLERK
4 - ADV CLERK TYPIST
18.5 - POSITIONS

JUV HALL OPERATIONS CONTROL 479

KATHY DUQUE
1 - PROBATION MANAGER
5 - SUPV GROUP COUNSELOR
42 - SR GROUP COUNSELOR
5 - NIGHT ATTENDANT
53 - POSITIONS

CRIT WORK PROG/VOP/IBAB

1 - SUPV GROUP COUN
4 - SR GROUP COUNSELOR/1 (U)
5 - POSITIONS

TRANSPORTATION

2 - TRANSPORTATION OFFICER

EMP/CRP

1 - SUPV GROUP COUN
12 - SR GROUP COUNSELOR
13 - POSITIONS

JUV HALL OPERATIONS LIVING 304

JERRY NEARY
1 - PROBATION MANAGER
1 - SUPV GC (PROGRAMS)
2 - POSITIONS

1 - SUPV GROUP COUNS.
B-4 (ROP/RAP) (42 CAP)
9 - SR GROUP COUNSELOR
10 - POSITIONS

1 - SUPV GROUP COUNS.
B-5 (TRANSITIONS) (42 CAP)
9 - SR GROUP COUNS.
10 - POSITIONS

1 - SUPV GROUP COUNS.
B-6 (48 CAP)
9 - SR GROUP COUNS.
B-12 (30 CAP)
9 - SR GROUP COUNS.
19 - POSITIONS

1 - SUPV GROUP COUNS.
B-7 (30 CAP)
8 - SR GROUP COUNS.
9 - POSITIONS

1 - SUPV GROUP COUNS.
B-8 (30 CAP)
9 - SR GROUP COUNS.
B-9 (30 CAP)
9 - SR GROUP COUNS.
19 - POSITIONS

1 - SUPV GROUP COUNS.
B-10 (30 CAP)
8 - SR GROUP COUNS.
B-11 (30 CAP)
9 - SR GROUP COUNS.
19 - POSITIONS

1 - SUPV GROUP COUNS.
G-1 (30 CAP)
9 - SR GROUP COUNS.
G-2 (24 CAP)
6 - SR GROUP COUNS.
16 - POSITIONS

ADMINISTRATIVE DIV
ANN CLARKE
116 - POSITIONS

GENERAL ADMINISTRATION
1 - CHIEF PROBATION OFFICER
1 - ADMIN SERVICES MANAGER
1 - SECRETARY III
2 - SECRETARY II

INFORMATION SYSTEM

1 - INFORMATION SYSTEM MGR
1 - DEPT INFO SYSTEM SPEC II
6 - DEPT INFO SYSTEM SPEC I
3 - DEPT INFO SYSTEM ANALYST
1 - INFO SYSTEMS TECHNICIAN II
1 - PROGRAMMING ANALYST II

PROJECTS, ANALYSIS, COMM, EVAL.

1 - SR MANAGEMENT ANALYST
5 - MANAGEMENT ANALYST

PERSONNEL/PURCHASING/SS

1 - ADMIN SERVICES MANAGER II
1 - ADMIN SUPPORT OFFICER III
1 - SUPV PERSONNEL SRVCS CLERK
3 - PERSONNEL SERVICES CLERK
1 - ACCOUNT CLERK II
1 - ADVANCED CLERK TYPIST
1 - STOREKEEPER
1 - LAUNDRY OPERATIONS SUPV
4 - LAUNDRY WORKER II
1 - ACCOUNT CLERK II
1 - ADVANCED CLERK TYPIST
1 - SUPV STOREKEEPER
1 - SR WHSE MATERIALS HANDLER
4 - STOREKEEPER
4 - FORENSIC CHEMIST

ACCOUNTING/TRAFFIC

1 - DEPT FISCAL OFFICER
3 - ACCOUNTANT III
2 - ACCOUNTANT ASSISTANT
1 - SUPV ACCOUNT CLERK II
5 - ACCOUNT CLERK II
1 - ADMIN SUPPORT OFFICER III
1 - SUPV DEP COURT CLERK II
1 - ASST SUPV DEPUTY CRT CLERK
6 - DEPUTY COURT CLERK II

FOOD SERVICES ADMIN

RICHARD MUNLEY
45 - POSITIONS

JUVENILE HALL

1 - DIR NUTN & FD SRVCS
1 - HEAD COOK
1 - COOK II
2 - COOK I
9 - FOOD SERVICE WRKR II
7 - FOOD SERVICE WRKR I
21 - POSITIONS

JAMES KANCH

1 - COOK II
2 - COOK I
3 - FOOD SERVICE WRKR II
6 - POSITIONS

HOLDEN KANCH

1 - COOK II
2 - COOK I
3 - FOOD SERVICE WRKR II
6 - POSITIONS

WRIGHT CENTER

1 - COOK II
2 - COOK I
2 - FOOD SERVICE WORKER II
5 - POSITIONS

MENS WORK FURLOUGH

1 - HEAD COOK
1 - COOK II
2 - COOK I
4 - POSITIONS

WOMENS RESID. CENTER

1 - COOK II
2 - COOK I
3 - POSITIONS

ADULT DIVISION
GARY SANCHEZ
281 - POSITIONS

ADULT ADMIN & SUPPORT
3712 - GARY SANCHEZ
73 - POSITIONS

ADMINISTRATION
1 - DEPUTY CHIEF PO
1 - ADMIN SUPP OFFICER
1 - SECRETARY II
1 - SECRETARY I
4 - POSITIONS

STAFF TRAINING

1 - SUPV PROB OFFICER
1 - DEPUTY PROB OFFICER
1 - ADV CLERK TYPIST
3 - POSITION

ADULT INV/SUP SUPPORT

5 - SUPERVISING CLERK
1 - CLERICAL OFFICE SUPV
9 - TRANSCRIPTIONIST
3 - RECEPTIONIST
19.5 - JUSTICE SYSTEM CLERK
14.5 - ADV CLERK TYPIST
6 - CLERK TYPIST
1 - OFFICE CLERK
59 - POSITIONS

ASU-WF-WRC SUPPORT

1 - SUPERVISING CLERK
1 - LAW ENFORC. REC TECH
4 - LAW ENFORC. CLERK
1 - ADV CLERK TYPIST
7 - POSITIONS

ADULT INVESTIGATION
3724 - CATHY SHIELDS
88 - POSITIONS

ADULT INVESTIGATION

1 - PROBATION MANAGER
4 - SUPV PROB OFFICER
37 - DEPUTY PROB OFF
42 - POSITIONS

SUBSTANCE ABUSE

1 - SUPV PROB OFFICER
6 - DEPUTY PROB OFFICER
7 - POSITIONS

DRUG TREATMENT COURT

1 - SUPV PROB OFFICER
10 - DEPUTY PROB OFFICER
5 - PROB COMMUNITY WORKER
16 - POSITIONS

ADULT COURT UNIT

1 - SUPV PROB OFFICER
10 - DEPUTY PROB OFFICER
11 - POSITIONS

ADULT SCREENING UNIT

1 - SUPV PROB OFFICER
1 - PROB COMM WORKER
10 - DEPUTY PROB OFFICER
12 - POSITIONS

ADULT SUPERVISION
3726 - RITA LONCARICH
90 - POSITIONS

ADULT SUPERVISION

1 - PROBATION MANAGER
6 - SUPV PROB OFFICER
55 - DEPUTY PROB OFF
2 - PROB COMM WORKER
64 - POSITIONS

DOMESTIC VIOLENCE

1 - SUPV PROB OFFICER
14 - DEPUTY PROB OFFICER
1 - PROB COMM WORKER
16 - POSITIONS

SPECIAL PROG UNIT

1 - SUPV PROB OFFICER
8 - DEPUTY PROB OFFICER
1 - SR GROUP COUNSELOR
10 - POSITIONS

MENS WORK FURLOUGH PROG
3710 - KATHY MCNAMEE

1 - PROBATION MANAGER
4 - SUPV GROUP COUNS.
12 - SR GROUP COUNSELOR
17 - POSITIONS

WOMENS RESIDENTIAL CENTER
3439 - RUTH AUTEN

1 - PROBATION MANAGER
3 - SUPV GROUP COUNS.
9 - SR GROUP COUNSELOR
13 - POSITIONS

PROBATION DEPARTMENT (246)
 ALLOTMENT STATUS BY ORGANIZATION AND OBJECT

REPORT PERIOD= FISCAL YEAR 01
 FUND= 0001 GENERAL FUND
 FUND-DTL= DIVISION= 17 ADULT DIVISION
 BUREAU= 01 ADULT ADMIN AND SUPPORT
 SECTION=

BDOGT-UNIT= 0246
 PERCENT OF YEAR ELAPSED 0%

EXP ECC SOBJ FABC TITLE ADJUSTED ALLOTMENT
 -----EXPENDITURES----- YEAR-TO-DATE OUTSTANDING ALLOTMENT (MEMO)
 ENCUMBRANCES PERCENT USED PRE-ENCUMBRANCE

AVAILABLE

1183	RETIREE MEDICAL EXPENSE	66,498	2,088	115,090	0	46,592-	0
1184	SALARY SAVINGS FACTOR	100,263-	0	0	0	170.1%	0
1185	A82 DEPUTY CHIEF PROBATION 0	100,556	2,094	105,682	0	100,263-	0
1185	B2R ADMINSTRATIVE SUPPORT OF	53,704	987	46,477	0	0%	0
1185	D1A SECRETARY II ACE W/O/SH	42,694	865	40,438	0	5,126-	0
1185	D11 TRANSCRIPTIONIST	286,917	3,611	235,420	0	105.1%	0
1185	D17 RECEPTIONIST	65,536	1,847	85,660	0	7,227	0
1185	D28 SECRETARY I W/O STENO	33,608	744	38,368	0	86.5%	0
1185	D34 SUPERVISING CLERK I	317,518	3,799	206,730	0	2,256	0
1185	D36 ADVANCED CLERK TYPIST	629,701	9,190	426,879	0	94.7%	0
1185	D39 CLERK TYPIST	142,508	1,232	66,381	0	51,497	0
1185	D40 CLERK I	60,944	0	56,061	0	82.1%	0
1185	D42 LAW ENFORCEMENT RECORDS	0	923	47,854	0	20,124-	0
1185	D43 LAW ENFORCEMENT CLERK	177,246	2,822	119,064	0	130.7%	0
1185	D60 CLERICAL OFFICE SUPERVIS	41,854	0	32,802	0	4,760-	0
1185	D94 SUPERVISING ACCOUNT CLER	0	0	1,871	0	114.2%	0
1185	F38 JUSTICE SYSTEMS CLERK I	638,448	12,012	647,544	0	65.1%	0
1185	X98 INTERMITTEN OFFICE CLERK	0	0	369	0	202,822	0
* 1185	TOTAL PERMANENT EMPLOYEES	2,591,234	40,126	2,157,600	0	67.8%	0
1186	SALARIES WITHOUT BENEFIT	9,840	0	0	0	76,127	0
1187	TEMPORARY EMPLOYEES	6,546	0	0	0	46.6%	0
						4,883	0
						92.0%	0
						47,854-	0
						0%	0
						58,182	0
						67.2%	0
						9,052	0
						78.4%	0
						1,871-	0
						0%	0
						9,096-	0
						101.4%	0
						369-	0
						0%	0
						435,634	0
						83.3%	0
						9,840	0
						0%	0
						6,546	0
						0%	0

DAFR8030 1 000 API4 01 SPL2 SPL2 PY 4(OR4) 4(OR4) RUN DATE= 07/28/01 TIME= 09.20.20 START
07/28/01 (07.44) CYCLE 02908 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001 0246 17 VERSION 2.0

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*****REPORT PERIOD= FISCAL YEAR 01*****PAGE 707
*****ADULT DIVISION*****
FUND= 0001          GENERAL FUND
FUND-DTL=          ADULT ADMN AND SUPPORT
RDGT-UNIT= 0246    SECTION=
```

PERCENT OF YEAR ELAPSED 0% AVAILABLE

[illegible][illegible]

1187	D11	TRANSCRIPTIONIST	0	0	192	0	192-
							.0%
1187	D36	ADVANCED CLERK TYPIST	0	173	9,562	0	9,562-

	D39	CLERK TYPIST			%
1187	D39	CLERK TYPIST	0	2,051	2,051- %
			0	0	0 %

1187	D40	CLERK I	0	2,425-	0
			0	2,425-	0
				0%	0

1187	X50	DEPUTY PROBATION OFFICER	0	0	20,612	0	20,612-	0
1187 <td>X97 <td>INTERMITTEN CLERK TYPIST <td>0 <td>0 <td>4,328 <td>0 <td>4,328- <td>0</td> </td></td></td></td></td></td></td>	X97 <td>INTERMITTEN CLERK TYPIST <td>0 <td>0 <td>4,328 <td>0 <td>4,328- <td>0</td> </td></td></td></td></td></td>	INTERMITTEN CLERK TYPIST <td>0 <td>0 <td>4,328 <td>0 <td>4,328- <td>0</td> </td></td></td></td></td>	0 <td>0 <td>4,328 <td>0 <td>4,328- <td>0</td> </td></td></td></td>	0 <td>4,328 <td>0 <td>4,328- <td>0</td> </td></td></td>	4,328 <td>0 <td>4,328- <td>0</td> </td></td>	0 <td>4,328- <td>0</td> </td>	4,328- <td>0</td>	0

1187	X98	INTERMITTEN OFFICE CLERK	0	564	32,020	0	32,020-	0
							.0%	.0%

1187	Y36	INTERMITTENT ADVANCED CL	0	605	37,846	0	37,846-
							.0%

[illegible]

1192	UNEEMPLOYMENT INSURANCE	2,017	30	1,609	408	79.8%
1192	UNEEMPLOYMENT INSURANCE	2,017	30	1,609	408	79.8%

1193	PREMIUM PAY	18,860	474	24,753	0	5,893-
						131.2%

[illegible]

1196	A82	DEPUTY CHIEF PROBATION	0	0	58	0	94.2%
							58-.0%

	1196	B2R	ADMINISTRATIVE SUPPORT OF	0	0	43	0	43-
								0%
1196	B11	TRANSCORP	TRANST	0	0	150	0	150-

	D11	D34	SUPERVISING CLERK I			
1196 D11 TRANSCRIPTIONIST	0	0	0	0	0	0
						.0%
1196 D34 SUPERVISING CLERK I	0	0	0	0	308	308 - .0%

	D36	ADVANCED CLERK TYPIST			
1196			0	0	0
				357	357-
					.0%
					.0%

	D39	CLERK	TYPIST			
1196	0	0	0	29	0	29-
						.0%
1196	P40	CLEBV T	0	0	95	95-

1198	D40	CLEAR	1
			.0%

1

[illegible]

DAFR030 1 000 API4 01 SPL2 SPL2 PY 4(OR4) 4(OR4) RUN DATE= 07/28/01 TIME= 09.20.20 STARS
07/28/01 (07.44) CYCLE 02908 PH CLOSED PP CLOSED PY CLOSED FICHE: 246 0001 0246 17
PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT
REPORT PERIOD= FISCAL YEAR 01

FUND= 0001 GENERAL FUND
FUND-DTL= 0246
BDGT-UNIT= 0246
PERCENT OF YEAR ELAPSED 0%
DIVISION= 17 ADULT DIVISION
BUREAU= 01 ADULT ADMIN AND SUPPORT
SECTION=

***** PAGE 708

***** AVAILABLE *****

EXP ECC SOBJ FABC TITLE ADJUSTED ALLOTMENT YEAR-TO-DATE ENCUMBRANCES OUTSTANDING ALLOTMENT (MEMO)
***** PRE-ENCUMBRANCE *****

1196	D43	LAW ENFORCEMENT CLERK	0	0	0	90	0	0	90-	0
1196	F38	JUSTICE SYSTEMS CLERK I	0	0	0	1,009	0	0	1,009-	0
* 1196	TOTAL	HEALTH INSURANCE	357,453	6,912	358,831	0	0	0	18,622	0
1197		FICA - EMPLOYER SHARE	151,933	3,048	166,153	0	0	0	94.8%	0
1198		PERS - RETIREMENT	170,927	2,757	147,515	0	0	0	14,220-	0
1199		WORKERS' COMPENSATION	43,393	737	40,240	0	0	0	109.4%	0
1234		UNIFORM ALLOWANCE	0	0	90	0	0	0	23,412	0
1391		HOLIDAY OVERTIME	0	50-	51	0	0	0	86.3%	0
1397		COUNTY CONTRI MEDICARE T	35,558	0	0	0	0	0	3,153	0
* TOTAL 1		SALARIES AND BENEFITS	3,353,996	57,464	3,099,855	0	0	0	92.7%	0
2031		FEE-FOR-SERVICES:NON-CON	0	0	0	0	0	0	254,141	0
2100		TRAINING - SERV & SUPPLI	0	0	0	0	0	0	92.4%	0
2111		CLOTHING & PERSONAL SUPP	0	65	65	0	0	0	0	0
2125		COMS TELEPHONE SERVICES	22,554	2,499	102,328	0	0	0	0	0
2126		COMM AND TELEPHONE SERVI	102,600	1,772	54,941	0	0	0	79,774-	0
2145		FOOD	0	0	75	0	0	0	453.7%	0
2161		HOUSEHOLD EXPENSE	0	205	837	0	0	0	47,659	0
2211		MAINTENANCE - EQUIPMENT	33,800	0	20,070	0	0	0	53.5%	0
2225		MAINT-STRUCT IMPROVE & C	1,000	79	5,052	0	0	0	75-	0
2285		MISCELLANEOUS EXPENSE	1,000	0	670	0	0	0	0	0

FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
FUND-DTL= BUREAU= 01 ADULT ADMIN AND SUPPORT
BDGT-UNIT= 0246 SECTION=

PERCENT OF YEAR ELAPSED 0%

EXP ECC SOBJ FABC TITLE ADJUSTED ALLOTMENT YEAR-TO-DATE OUTSTANDING ENCUMBRANCES ALLOTMENT PERCENT USED PRE-ENCUMBRANCE (MEMO)
*****AVAILABLE*****

2286	TAX COLLECTION SHORTAGE	0	0	0	0	0	0	0	0	0	0
2301	OFFICE EXPENSE	25,000	5,394	49,579	0	24,579-	0	0	0	0	0
2331	DATA PROCESSING SERVICES	0	2,575	13,851	0	13,851-	0	0	0	0	0
2401	PUBLICATIONS AND LEGAL N	1,000	0	759	0	241	0	0	0	0	0
2451	RENTS AND LEASES - EQUIP	55,000	6,117	54,429	0	571	0	0	0	0	0
2472	OFFICE RENTS	1,095,169	0	1,095,158	0	11	0	0	0	0	0
2501	SMALL TOOLS AND INSTRUME	36,921	7,961	144,232	0	100.0%	0	0	0	0	0
2574	MEMBERSHIP DUES	0	0	35	0	35-	0	0	0	0	0
2586	PRINTING AND REPRODUCTIO	9,000	32	15,366	0	6,366-	0	0	0	0	0
2624	SPECIAL DEPARTMENT EXPEN	0	19	38	0	170.7%	0	0	0	0	0
2751	TRANSPORTATION AND TRAVE	2,000	0	3,078	0	1,078-	0	0	0	0	0
2752	AUTOMOBILE MILEAGE	3,000	31	1,822	0	153.9%	0	0	0	0	0
2756	GARAGE AUTOMOBILE SERVIC	20,182	157	16,424	0	1,178	0	0	0	0	0
2952	SERVICES & SUPPLIES - OT	3,500	0	0	0	60.7%	0	0	0	0	0
2963	PC SOFTWARE	7,000	0	8,100	0	3,758	0	0	0	0	0
2991	EXTERNAL POSTAGE	0	0	9	0	81.4%	0	0	0	0	0
2992	POSTAGE	0	0	14	0	1,100-	0	0	0	0	0
2993	TRANSPORTATION	0	0	999	0	115.7%	0	0	0	0	0
											0.0%

* TOTAL 2 SERVICES AND SUPPLIES 1,418,726 26,906 1,587,931 0 169,205- 0

* TOTAL 01 ADULT ADMIN AND SUPPORT 4,772,722 84,370 4,687,786 0 84,936 98.2%

ALLOTMENT STATUS BY ORGANIZATION AND OBJECT

REPORT PERIOD= FISCAL YEAR 01
FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
FUND-DTL= BUREAU= 02 ADULT INVESTIGATION
BDGT-UNIT= 0246 SECTION=

*****PAGE 711*****

PERCENT OF YEAR ELAPSED 0%

EXP ECC TITLE ADJUSTED ALLOTMENT YEAR-TO-DATE OUTSTANDING ALLOTMENT (MEMO)

SOBJ FABC CURRENT ENCUMBRANCES PERCENT USED PRE-ENCUMBRANCE

AVAILABLE

* 1187 TOTAL TEMPORARY EMPLOYEES 62,031 2,120 0 55,036- 0

1191 OVERTIME 0 135 3,067 188.7% 0

1192 UNEMPLOYMENT INSURANCE 4,187 69 3,448 82.4% 0

1193 PREMIUM PAY 5,760 309 16,348 10,588- 0

1194 BUDGET SALARY REDUCTION 41,072- 0 0 283.8% 0

1196 HEALTH INSURANCE 439,794 10,050 449,569 41,072- 0

1196 E19 PROB COMM WORKER 0 0 10 0% 0

1196 H56 HEAD COOK 0 0 235 0% 0

1196 R20 DIETITIAN II 0 0 209 0% 0

1196 X48 SUPERVISING PROBATION OF 0 0 611 611- 0

1196 X50 DEPUTY PROBATION OFFICER 0 0 1,516 0% 0

1196 X52 DEPUTY PROBATION OFFICER 0 0 35 35- 0

1196 X53 DEPUTY PROBATION OFFICER 0 0 135 0% 0

* 1196 TOTAL HEALTH INSURANCE 439,794 10,050 452,320 12,526- 0

1197 FICA - EMPLOYER SHARE 18,698 1,130 52,260 102.8% 0

1197 H56 HEAD COOK 0 0 26 26- 0

1197 R20 DIETITIAN II 0 0 26 26- 0

* 1197 TOTAL FICA - EMPLOYER SHARE 18,698 1,130 52,312 33,614- 0

1198 PERS - RETIREMENT 364,925 6,709 331,516 279.8% 0

1198 H56 HEAD COOK 0 0 121 90.8% 0

1198 R20 DIETITIAN II 0 0 123 121- 0

DAFR030 1 000 APR14 01 SPL2 SPL2 PY 4(OR4) 4(OR4) RUN DATE= 07/28/01 TIME= 09.20.20 STARS
 07/28/01 (07.44) CYCLE 02908 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001 0246 17
 PROBATION DEPARTMENT (246)
 ALLOTMENT STATUS BY ORGANIZATION AND OBJECT

REPORT PERIOD= FISCAL YEAR 01
 DIVISION= 17 ADULT DIVISION
 BUREAU= 02 ADULT INVESTIGATION
 SECTION=

BUDGET-UNIT= 0246
 PERCENT OF YEAR ELAPSED 0%

 FUND= 0001 GENERAL FUND
 FUND-DTL=

 EXP ECC SOBJ FABC

 TITLE

 ADJUSTED ALLOTMENT

 CURRENT YEAR-TO-DATE

 OUTSTANDING ENCUMBRANCES

 PERCENT USED PRE-ENCUMBRANCE

 AVAILABLE

 (MEMO)

 * 1198 TOTAL PERS - RETIREMENT 364,925 6,709 331,760 0 33,165 0
 90.9% 4,732 0 0

 1199 WORKERS' COMPENSATION 90,853 1,724 86,121 0 4,732 0
 94.8% 0 0 0

 1397 COUNTY CONTRI MEDICARE T 36,528 0 0 0 36,528 0
 .0% 127 0 0

 1491 12 PLAN OT 0 0 127 0 127- 0
 .0%

 * TOTAL 1 SALARIES AND BENEFITS 6,196,127 121,104 5,985,797 0 210,330 0
 96.6%

 2100 TRAINING - SERV & SUPPLI 0 0 34 0 34- 0
 .0% 381 0 0

 2111 CLOTHING & PERSONAL SUPP 0 80 381 0 381- 0
 .0%

 2125 COMS TELEPHONE SERVICES 3,067 190 5,737 0 2,670- 0
 187.1% 4,668 0 0

 2126 COMM AND TELEPHONE SERVI 0 286 4,668 0 4,668- 0
 .0%

 2145 FOOD 0 0 10 0 10- 0
 .0%

 2161 HOUSEHOLD EXPENSE 0 0 0 0 0 0
 .0%

 2206 INTERPRETER FEES 5,000 238 4,848 0 152 0
 97.0% 55 0 0

 2211 MAINTENANCE - EQUIPMENT 0 0 55 0 55- 0
 .0%

 2251 MED, DENTAL & LAB SUPPLI 0 0 0 0 0 0
 .0%

 2285 MISCELLANEOUS EXPENSE 1,000 100 1,546 0 546- 0
 154.6%

 2301 OFFICE EXPENSE 0 1,150 6,985 0 6,985- 0
 .0%

 2302 OPERATING EXPENSE - OTHE 0 0 12 0 12- 0
 .0%

 2321 INTRA COUNTY PROFESSIONA 660 0 0 0 660 0
 .0%

 2322 PROF AND SPECIAL SERVICE 2,000 1,327 19,210 0 17,210- 0
 960.5%

 2401 PUBLICATIONS AND LEGAL N 0 0 184 0 184- 0
 .0%

FUND= 0001 GENERAL FUND
FUND-DTL= SECTION=
BUDGT-UNIT= 0246
PERCENT OF YEAR ELAPSED 0%
DIVISION= 17 ADULT DIVISION
BUREAU= 02 ADULT INVESTIGATION
PAGE 713

EXP ECC SOBJ FABC	TITLE	ADJUSTED ALLOTMENT	-----EXPENDITURES-----		OUTSTANDING ENCUMBRANCES	ALLOTMENT PERCENT USED		(MEMO)
			CURRENT	YEAR-TO-DATE		PERCENT	PRE-ENCUMBRANCE	
2451	RENTS AND LEASES - EQUIP	6,469	549	3,185	0	3,284 49.2%	0	
2501	SMALL TOOLS AND INSTRUME	38,446	0	16,420	0	22,026 42.7%	0	
2624	SPECIAL DEPARTMENT EXPEN	0	0	362	0	362- -0%	0	
2751	TRANSPORTATION AND TRAVE	4,000	1,070	7,444	0	3,444- 186.1%	0	
2752	AUTOBOMILE MILEAGE	9,000	110	9,624	0	624- 106.9%	0	
2756	GARAGE AUTOBOMILE SERVIC	20,165	953	19,387	0	778 96.1%	0	
2952	SERVICES & SUPPLIES - OT	20,500	0	493	0	20,007 2.4%	0	
2993	TRANSPORTATION	0	0	5,157	0	5,157- -0%	0	
* TOTAL 2	SERVICES AND SUPPLIES	110,307	6,053	105,742	0	4,565 95.9%	0	
7300	REIMB - PROFESSIONAL & S	50,117-	0	26,574-	0	23,543- 53.0%	0	
* TOTAL 7	EXPENDITURE REIMBURSEMENT	50,117-	0	26,574-	0	23,543- 53.0%	0	
* TOTAL 02	ADULT INVESTIGATION	6,256,317	127,157	6,064,965	0	191,352 96.9%	0	

REPORT PERIOD= FISCAL YEAR 01
 DIVISION= 17 ADULT DIVISION
 BUREAU= 03 ADULT SUPERVISION
 SECTION=

BDGT-UNIT= 0246
 PERCENT OF YEAR ELAPSED 0%

GENERAL FUND

EXP ECC

SOBJ FABC

TITLE

ADJUSTED

ALLOTMENT

-----EXPENDITURES-----

CURRENT

YEAR-TO-DATE

OUTSTANDING

ENCUMBRANCES

PERCENT USED

PRE-ENCUMBRANCE

AVAILABLE

ALLOTMENT

(MEMO)

PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT

REPORT PERIOD= FISCAL YEAR 01

PAGE 715

FUND= 0001 GENERAL FUND DIVISION= 17 ADULT DIVISION
FUND-DTL= BUREAU= 03 ADULT SUPERVISION
SECTION=

BDGT-UNIT= 0246
PERCENT OF YEAR ELAPSED 0%

EXP ECC		ADJUSTED		EXPENDITURES		OUTSTANDING		ALLOTMENT		(MEMO)	
S08J FABC		ALLOTMENT		CURRENT		ENCUMBRANCES		PERCENT USED		PRE-ENCUMBRANCE	
		TITLE		YEAR-TO-DATE							
* 1187 TOTAL TEMPORARY EMPLOYEES				53,969		0		46,936		7,033	
1191 OVERTIME				0		196		29,709		87.0%	
1192 UNEMPLOYMENT INSURANCE				4,361		71		3,836		525	
1193 PREMIUM PAY				9,480		653		28,849		88.0%	
1195 CALL DUTY				6,625		0		135-		19,369-	
1195 X50 DEPUTY PROBATION OFFICER				0		0		3,119		304.3%	
1195 X52 DEPUTY PROBATION OFFICER				0		0		600		6,760	
* 1195 TOTAL CALL DUTY				6,625		0		3,584		-2.0%	
1196 HEALTH INSURANCE				476,634		10,832		515,079		3,119-	
1196 Q94 PROBATION COMMUNITY WORK				0		0		130		.0%	
1196 W85 DEPUTY PROBATION OFFICER				0		0		24		54.1%	
1196 X44 PROBATION MANAGER				0		0		246		38,445-	
1196 X48 SUPERVISING PROBATION OF				0		0		265		108.1%	
1196 X50 DEPUTY PROBATION OFFICER				0		0		576		130-	
1196 X52 DEPUTY PROBATION OFFICER				0		0		108		.0%	
1196 X53 DEPUTY PROBATION OFFICER				0		0		53		.0%	
* 1196 TOTAL HEALTH INSURANCE				476,634		10,832		516,481		53-	
1197 FICA - EMPLOYER SHARE				13,223		1,327		65,676		.0%	
1198 PERS - RETIREMENT				382,897		7,040		360,279		39,847-	
1199 WORKERS' COMPENSATION				94,458		1,766		95,868		108.4%	
1391 HOLIDAY OVERTIME				0		0		1,648		52,453-	
										496.7%	
										22,618	
										94.1%	
										1,410-	
										101.5%	
										1,648-	
										.0%	

DAFR030 1 000 AP14 01 SPL2 SPL2 PY 4(OR4) 4(OR4) RUN DATE= 07/28/01 TIME= 09.20.20 STARS
07/28/01 (07.44) CYCLE 02908 PM CLOSED PP CLOSED PY CLOSED FICHE: 246 0001 0246 17
PROBATION DEPARTMENT (246)
ALLOTMENT STATUS BY ORGANIZATION AND OBJECT

REPORT PERIOD= FISCAL YEAR 01
DIVISION= 17 ADULT DIVISION
BUREAU= 03 ADULT SUPERVISION
SECTION=

BUDGET-UNIT= 0246
PERCENT OF YEAR ELAPSED 0%

FUND= 0001 GENERAL FUND
FUND-DTL=

		EXP ECC		ADJUSTED		EXPENDITURES		OUTSTANDING		ALLOTMENT		AVAILABLE	
		TITLE		ALLOTMENT		CURRENT		ENCUMBRANCES		PERCENT USED		PRE-ENCUMBRANCE	
1397	COUNTY CONTRI MEDICARE T	48,049	0	0	0	0	0	0	0	48,049	0	0	0
* TOTAL 1	SALARIES AND BENEFITS	6,562,371	125,303	6,560,715	0	118,344-	101.8%	0	0	0	0	0	0
2111	CLOTHING & PERSONAL SUPP	0	0	0	0	1,929	0	0	0	1,929-	0	0	0
2126	COMM AND TELEPHONE SERVI	0	1,984	22,144	0	22,144-	0%	0	0	22,144-	0	0	0
2145	FOOD	0	0	28	0	28	0	0	0	28-	0	0	0
2161	HOUSEHOLD EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0
2206	INTERPRETER FEES	2,000	219	1,354	0	646	0	0	0	646	0	0	0
2211	MAINTENANCE - EQUIPMENT	30,000	19,620	21,270	19,620	10,890-	36.3%	0	0	10,890-	0	0	0
2285	MISCELLANEOUS EXPENSE	1,000	0	5,374	0	4,374-	0	0	0	4,374-	0	0	0
2301	OFFICE EXPENSE	0	740	7,342	0	537.4%	0	0	0	537.4%	0	0	0
2322	PROF AND SPECIAL SERVICE	0	1,094	17,593	0	7,342-	0%	0	0	7,342-	0	0	0
2329	CONTRACT SERVICES	120,000	0	105,143	21,109	17,593-	0%	0	0	17,593-	0	0	0
2331	DATA PROCESSING SERVICES	0	0	303	0	6,252-	105.2%	0	0	6,252-	0	0	0
2401	PUBLICATIONS AND LEGAL N	0	0	84	0	303-	0%	0	0	303-	0	0	0
2501	SMALL TOOLS AND INSTRUME	33,140	820	15,861	0	84-	0%	0	0	84-	0	0	0
2574	MEMBERSHIP DUES	0	0	50	0	17,279	0	0	0	17,279	0	0	0
2585	EXTERNAL PRINTING AND RE	0	0	3	0	47.9%	0	0	0	47.9%	0	0	0
2624	SPECIAL DEPARTMENT EXPEN	0	420	2,200	0	50-	0%	0	0	50-	0	0	0
2751	TRANSPORTATION AND TRAVE	1,000	1,297	8,517	0	3-	0	0	0	3-	0	0	0
2752	AUTOHOBILE MILEAGE	3,000	0	1,429	0	0%	0	0	0	0	0	0	0

ALLOTMENT STATUS BY ORGANIZATION AND OBJECT

REPORT PERIOD= FISCAL YEAR 01

*****PAGE 717*****

FUND=	0001	GENERAL FUND	DIVISION=	17	ADULT DIVISION
FUND-DTL=			BUREAU=	03	ADULT SUPERVISION

BDGT-UNIT= 0246

PERCENT OF YEAR ELAPSED 0%

XX

EXP	ECC	TITLE	ADJUSTED ALLOTMENT	CURRENT	YEAR-TO-DATE	OUTSTANDING ENCUMBRANCES	AVAILABLE ALLOTMENT	(MEMO) PERCENT USED PRE-ENCUMBRANCE
SOBJ	FABC							

2755	AUTOMOBILE SERVICES	17,500	0	0	17,500	0
------	---------------------	--------	---	---	--------	---

2756	GARAGE AUTOMOBILE SERVICE	128,266	7,206-	160,363	0	32,097-
						%
						125.0%

2962	PC HARDWARE	105,724	0	105,724	0	125.0%
						100.0%

	100.0%	100.0%
TOTAL 2 SERVICES AND SUPPLIES	667.630	676.711
	18.988	60.720
		75.810-

	7/18/69	40,767	13,050-
			117.2%

7300	REIMB - PROFESSIONAL & S	158,520-	41,263-	143,600-	0	14,920-	0
							00 47

TOTAL 7		EXPENDITURE REIMBURSEMENT	158,520-	41,263-	143,600-	0	14,920-	0	
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* TOTAL 03	ADULT SUPERVISION	6,845,481	103,028	40,729	209,074-	0
					103.1%	

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EXHIBIT H

Santa Clara County

Domestic Violence Treatment Services Program

County of Santa Clara

Finance Agency
 Controller-Treasurer Department
 County Government Center
 70 West Hickory Street, East Wing, 2nd Floor
 San Jose, California 95110-1705
 (408) 298-7200 FAX (408) 298-8629



Mr. Walter Barnes
 Chief Deputy State Controller, Finance
 California State Controller
 P.O. Box 942850
 Sacramento, CA 94250-5874

Date: December 12, 2003

RE: Domestic Violence Treatment Services Program Audit Report

Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Domestic Violence Treatment Program. The report was very helpful enabling us to review our claiming process and costs recovery procedures. Below are our responses to each finding. It includes both those areas in which we agree with your office as well as those with which we still disagree. In respect of the areas of disagreement to findings contained in the report, we request your reconsideration of the disputed audit findings in light of these replies.

FINDING 1- unsupported salaries, benefits, and related indirect costs

The county over claimed salaries and benefits costs totaling \$ 355,390 for the period of July 1, 1998, through June 30, 2001. The claimed costs consist of three components; administration and regulation of batterer's treatment programs, victim notification, and assessment of future probability of defendant committing murder. The related indirect cost is \$349,690.

The county overstated its productive hourly rates for its probation officers. For FY 1998-99 and FY 1999-2000, the productive hours used to calculate the rate excluded hours that should have been considered productive (e.g., training, authorized breaks, staff meetings, and sick leave earned in excess of sick leave taken). For FY 2000-01 the county used countywide productive hours that significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate.

Board of Supervisors: Donald E. Loefer, Patricia A. Anderson, Peter McHugh, James T. Bevil, Jr., Lee Kries
 County Executive: Daniel Rattazzi

Steve Westly • California State Controller

Santa Clara CountyDomestic Violence Treatment Services ProgramResponse to Calculation of Productive Hourly Rates:

The State Controller's draft audit report pertaining to the County's SB 90 Domestic Violence Treatment Services Program claims for FY 1998-99, FY 1999-2000 and FY 2000-01 asserts that the County overstated the productive hourly rates used in these claims. For FY 1998-99 and FY 1999-2000, the Probation Department calculated its own departmental productive hourly rates for the claims. The State contends that training; authorized breaks, staff meetings and sick leave earned in excess of sick leave used should have been excluded from the Department's calculations. We disagree with the views of the State audit. According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, and staff meetings, all of which are paid but non-productive time, should be removed for the calculation of productive hours as explained to the State Controller audit staff in several meetings. However, we agree that the Department should not have used sick leave earned in its computation and provided the State auditors with the actual sick leave used numbers when they brought this error to our attention.

For the FY 2000-01 SB 90 claim, the Probation Department utilized the County-wide average annual productive hours per position as authorized in Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts. The State Controller's draft audit report states that this calculation of productive hours significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate. We disagree with this conclusion. We believe that the use of a countywide productive hourly rate is explicitly authorized by the State Controller's SB 90 claiming instructions and that the productive hours used by the Probation Department in this claim are fully documented and were accurately calculated by the County Controller's Office.

Further, as shown in the attached letter of December 27, 2001 from the County of Santa Clara Controller to the State Controller's Office, the State was noticed two years ago that the County was electing to change its SB 90 claiming procedures as related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve SB 90 claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. During the audit of the Domestic Violence Treatment Services Program claim, State auditors objected to the deduction of break-time from the calculation of average productive hours per position, but were unable to provide any written state procedures, regulations or other legal authority to support their position, which also contradicts Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Finding / sub-Para 1

For administration and regulation of batterer's treatment programs the county claimed salaries and benefits totaling \$137,063 (\$39,403 for FY 1998-99, \$77,079 for FY 1999-2000, and \$20,582 for FY 2000-01) that were unsupported for the following reasons:

Santa Clara County

Domestic Violence Treatment Services Program

Finding 1 sub-Para 1.1

For FY 1998-99 and FY 1999-2000, the county estimated five hours per month for each of the 11 officers for providing resources over the telephone to victims. No documentation was provided to substantiate the activities performed and time spent on such activities

Response

Our discussion with SCO audit staff at the exit conference reflected the need for the County to conduct a time study in June 2003 to validate the activities performed and hours claimed on victim telephone contacts. The activities and processes for this function have not significantly changed for the past six years. The result of the June victim contact study shows that, of the Deputy Probation Officers that participated, the average time spent on victim contact was 15 minutes per case.

Scope and Methodology used for the time study

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

Below are the recalculated claimable hours.

TEL TIME LOG	FY98-99	FY99-00	FY00-01	TOTAL
TOTAL CASES	2446	2283	2006	6735
15 MINUTES PER DPO PER CASE	611.5	570.8	501.5	1,683.8
HOURS CLAIMED	600	600	660	1860
DIFFERENCE	(11.5)	29.25	158.5	176.25

Finding 1 sub-Para 1.2

For FY 1998-99 and FY 1999-2000, the county claimed hours for its investigative unit to perform activities for the administration and regulation component. SCO auditor interviews of the investigative officers revealed this is not a function that this unit performs.

The Department concurs that the administration and regulation component is not a function that the Investigation officer performs. The claim however, reflected the investigation officer's understanding of the function that was performed at that time. The officer considered "assisting" the Probation Officer in the Program Certification unit performing on-site evaluations and in bilingual translation as an Administrative function. As stipulated in the claiming instructions, "On-site evaluations" as part of the processing

Santa Clara County

Domestic Violence Treatment Services Program

of initial and annual renewal approvals of vendors are reimbursable activities. Therefore, with that assumption, the officer recorded the time on the administration and regulation component to reflect that day's activity.

Finding 1 sub-Para 1.3

For FY 1999-2000 and 2000-01, the county claimed hours for staff training. The county provided the agenda for the training. However, the agenda provided did not contain documentation to support that the training related to the mandate.

Response:

The Department provided the State Controller audit staff with copies of Standard Training Code attendance roster on April 7, 2003. Copies of the description of training outline and Domestic Violence related topics that were dated within the audit period were also faxed to the audit staff on June 17, 2003. State Controller audit staff did not respond as to whether documents forwarded were acceptable or meets audit criteria. The documents presented clearly shows the attendees, the topic of the training and the trainer's name. We consider that these documents adequately support our claim.

Finding 1 sub-Para 1.4

For FY 1999-2000 and 2000-01, the county claimed hours for meeting and conferring with criminal justice agencies. County personnel stated that a different unit within the Probation Department claimed the additional hours and provided a memorandum that was written by the department's supervisor, which included the number of hours and stated that department staff was at meetings. However, this documentation did not identify who attended such meetings. The county did not provide any documentation to substantiate those employees actually attended the meetings in question.

Response:

It was very common practice for the Certification Unit Deputy Probation Officer and the Domestic Violence Unit Supervising Probation Officer and/or Deputy Probation Officer to attend the same meetings with other criminal justice agencies. Their functions are different enough that each Probation officer gets different benefits and knowledge from having the two officers attend the meetings. The department submitted meeting records attended by the Deputy Probation Officers that was dated within the audit period on June 17, 2003 to State Controller audit staff. We did not receive a response pertaining to our forwarded documentation.

Para 2

For victim notification, the county claimed salaries and benefits totaling \$143,277 (\$52,285 for FY 1998-99, \$36,227 for FY 1999-2000, and \$54,765 for FY 2000-01) that were unsupported or ineligible for the following reasons:

Santa Clara CountyDomestic Violence Treatment Services ProgramPara 2 sub-Para 2.1

For FY 1998-99 and 1999-2000, the documentation provided by the county did not support the total number of letters sent to notify victims regarding the requirement for the defendant's participation in a batterer's program, to notify victims regarding available victim resources, and to inform victims that attendance in any program does not guarantee that an abuser will not be violent.

Response

The County concurs with the finding

Para 2 sub-Para 2.2

For the entire audit period, the county was unable to support all of the hours it claimed for the officers to make field contact with the victims. The county submitted field contact logs to support these hours; however, the total hours claimed did not reconcile to the hours on the field contact logs.

Response:

This item was presented by fiscal year in a report given to State Controller audit staff at the earlier exit conference. The County agreed to the Controller's findings in that report which allowed for reimbursement of 131 hours out of 422 hours in FY 98/99, 343 out of 408 in FY 99/00, and 435 out of 487 in FY 00/01. In summary, the State Controller agreed that 882 hours out of 1,317 were allowable. We are surprised that this has not been recorded in the draft report and the audit seems to disallow all costs.

The only period that was really in question was July 98 - January 99 which was the first year of the claim. The documents are no longer available because the Probation's Domestic Violence staff had already purged them. However, SCO audit staff was able to audit the remaining 209 cases from the time period February 99 - June 99 and found 111 eligible cases, which is 53%. The following years findings were 343 out of 408 in FY 99/00 an 84% ratio, and 435 out of 487 in FY 00/01, which is 89% allowable. Although the State Controller audit staff have already verbally agreed to allow 20 cases on the periods in question (7/98 - 01/99), we recommend that State Controller instead consider using the 53% ratio on the 213 cases that were purged and allow 112 cases to be claimed.

Para2 sub-Para 2.3

For the entire audit period, the county claimed time spent on preparation of letters sent to victims for notification of (1) violation of probation and (2) scheduled hearings and or status changes in cases. These activities are not reimbursable under the mandate. (The county duplicated the number of letters sent to victims advising them of scheduled hearings.)

Santa Clara CountyDomestic Violence Treatment Services Program

Response:

We concur that this is not a reimbursable activity.

Para 2 sub-Para 2.4

For FY 2000-01, the county claimed estimated hours spent talking with victims on the telephone. No documentation was provided to substantiate the activities performed or the time spent on such activities.

Response:

During discussions with the State Controller audit staff, the County agreed to do a time study that could be retroactively applied to the time spent talking with victims to document and substantiate these costs. Again the process has not changed significantly for the past several years. The department used the same time log in June 2003 to validate the activities performed and hours claimed on victim telephone contacts for FY2000-01.

Methodology used

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

The average of 15 minutes per case was used to obtain the claimable hours below.

TEL TIME LOG	FY98-99	FY99-00	FY00-01	TOTAL
TOTAL CASES	2446	2283	2008	6735
15 MINUTES PER DPO PER CASE	611.5	570.8	501.2	1,683.5
HOURS CLAIMED	600	600	600	1800
DIFFERENCE	(11.5)	29.25	158.5	176.25

Para No. 3

For assessment of future probability of defendant committing murder, the county claimed salaries and benefits totaling \$75,050 (\$12,575 for FY 1998-99, \$59,434 for FY 1999-2000, and \$3,643 for FY 2000-01) that were unsupported for the following reasons:

The county used a FY 1998-99 time study to support time spent performing the mandate activity during FY 1999-2000. The county did not perform a time study during FY 1999-2000; however, it did perform a time study for FY 2000-01. The time study results showed that the amount of time spent on this activity had consistently declined from one time study to the next. The county stated that such reduction was due to the learning

Santa Clara CountyDomestic Violence Treatment Services Program

curve and efficiency of probation officers performing the mandate-related activities. The SCO analysis revealed that the average of the FY 1998-99 and FY 2000-01 time study results should more closely approximate actual costs for FY 1999-2000 rather than FY 1998-99 time study results claimed by the county.

For the unallowable costs due to lack of documentation, the county stated that it may perform a current time study and apply its results to the audit period. If a time study is performed, the county still must support that the activities were performed and that the time study results reflect actual time spent during the audit period.

Response:

We believe that State Controller audit staff are being reasonable in the application of how to use the time studies that were performed. The Probation department has subsequently instituted a quarterly time log to comply with this finding. Based on the current time study data, our claimed costs should be reviewed and allowed.

FINDING 2- Overstated Indirect costs

The county claimed indirect costs using overstated indirect cost rates. The county revised its countywide cost allocation plan but did not apply the revised amounts used when computing the indirect cost rate, resulting in an overstated indirect costs rate. The auditor recomputed the indirect costs by multiplying the allowable salaries and benefits costs to the revised indirect costs rates.

Response: This was an oversight by the department and we concur with the finding.

FINDING 3 - Unreported reimbursements

For FY 1998-99, the county did not reduce claimed costs by \$2,250 received for processing of initial and annual renewal approvals for vendors, which includes application review and on-site evaluations.

Response: This was an error and we concur.

8

II

CLAIMING INSTRUCTIONS FOR REIMBURSEMENT OF COURT
COSTS AND OTHER CHARGES
UNDER PENAL CODE SECTIONS 4750 AND 6005



STATE CONTROLLER
SACRAMENTO, CALIFORNIA
DECEMBER 2005

EXHIBIT I

Santa Clara County

Domestic Violence Treatment Services Program

County of Santa Clara

Finance Agency

Tollies-Treasurer Department

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110-1705
Phone 209-2541 FAX 280-8139



December 27, 2001

The State Controller's Office
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P. O. Box 942850
Sacramento, CA 94250

Subject: Countywide Productive Hourly Rate for SB90 Claims

The Santa Clara County has decided to use the countywide effectively hourly rate in calculating the direct labor costs for its future SB90 claims. The methodology used by the County in determining the countywide effective hourly rate is consistent with the guidelines issued by the State Controller's Office in the 'SB90-Mandated Cost Manual for the Counties'. Developing a countywide effective hourly rate will standardize the County's approach, minimize duplication of effort presently expended making these calculations, and improve the accuracy and documentation related to the calculation of the productive hour rates.

The State Manual suggests the following three methods for determining the productive hours and gives the counties an option to use any of these methods:

- Actual annual productive hours for each job title;
- Countywide average annual productive hours; or
- The standard annual 1800 hours. The State Controller included the following items in determining the standard 1800 hours:
 - Paid holidays
 - Vacation earned
 - Sick leave taken
 - Informal time off
 - Jury Duty
 - Military leave taken

Prior to developing the productive hourly rate calculations, our Management Auditor (Roger Mialouq) contacted the State Controller's Bureau Chief for Compliance Audits (Joni Spano) to see if there were any objections to the countywide productive hourly rate usage. Mr. Spano concurred that the countywide hourly rate will result in a more efficient, less costly and more accurate approach.

Board of Supervisors: President: Ed Gage, Board Members: Peter McHugh, James T. Dole, P. Liz Kries
County Executive: Richard Vonderberg

2

copies of all required insurance policies, including auto liability, fire, theft, and flood.

Santa Clara CountyDomestic Violence Treatment Services Program

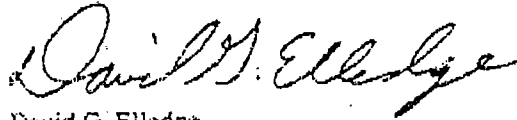
SB90 Productive Hour
September 27, 2001
Page 2 of 2

We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during the fiscal year with data extracted from the county's computerized payroll (People Soft) system. We will amend the SB90 claims for fiscal year 2000, and will prepare all future SB90 claims using this methodology.

Please review the enclosed schedules and provide us with your immediate response. Complete supporting working papers are available at our office and will be made available upon your request. We will submit the details with each claim submitted.

If you need more information, please contact the County's SB90 Coordinator, Mr. Ram Venkatesan, at (408) 299-5214 or by email ramajiah.venkatesan@fin.co.scl.ca.us

Sincerely,



David G. Elledge
Controller-Treasurer

Encl:

ENCLOSURE: SB90 Productive Hours, Santa Clara County, 2000-2001

ANALYSIS OF FY 2000-01 ACTUAL HOURS FOR ALL COUNTY EMPLOYEES

Hours Code	Description	Balance at 6/25/00 (1)	Balance at 12/24/00 (2)	6/25/00-12/24/00 (3)	Balance at 7/8/01 (4)	FY 1999-00 Total (3+4)	Avg Hrs Per FTE*4
51	Vacation Accrued and Earned	3,096,825	2,277,954	1,181,129	1,216,792	2,267,552	159.10
52	Personal Leave Earned	5,964	283,279	276,315	8,199	284,514	19.96
100	Regular Hours	12,245,376	24,433,925	12,188,550	13,609,298	25,797,848	1,809.34
600	Release Time	3,038	6,166	3,128	2,494	5,623	0.39
605	Administrative Leave	4,620	10,074	5,454	9,253	14,707	1.03
606	Paid Leave Pending Investigation	8,409	15,976	7,467	2,549	10,015	0.70
620	Fired Day 5	50,392	99,702	49,310	54,673	103,983	7.30
625	Salary 48% and Disability Lv	32,632	76,077	43,445	53,603	97,048	6.81
630	Military (e.g. 30 Day Pay	328	1,284	956	506	1,462	0.10
635	FLSA Comp. Time Used*5	21,440	45,862	24,422	29,060	17,827	1.30
640	Regular Comp. Time Used*5	42,447	15,794	43,307	52,363	31,890	2.32
653	Annual Leave Paid	14,592	31,108	16,545	19,225	35,770	2.51
655	Sick Leave Paid	452,502	38,243	435,741	507,728	943,469	66.19
660	Other Paid Time	16,423	34,635	18,232	10,374	29,106	2.04
665	Jury Duty	699	1,401	772	1,301	2,073	0.15
675	Remavement Leave	864	1,604	741	2,211	2,952	0.21
676	Remavement Leave-PTD/STO	24	70	46	113	159	0.01
677	Remavement Leave-Chg Sick Lv	270	557	289	782	1,068	0.07
Total Actual Hours Earned		19,997,762	28,293,610	14,295,847	15,561,023	29,847,195	2,080
Full-time Equivalent Positions						13,726	
Weekdays			130		140	270	
Paid Hours						2,160	
ANALYSIS							
Average Productive Hours per Employee						1,809.94	
Less Holidays						1,207,849	
Less Daily Break Time						1,552,648	
Less Training Time*3						510,113	
Net Average Productive Hours Per Employee						1,571.65	

Notes: *1 Excludes 1,480 CEIMA employees, since holiday hours are included for all employees below.

*2 Two 15-minute breaks are provided daily per bargaining unit contracts.

*3 Training time is calculated based on an analysis of each bargaining unit MCA and the required continuing education hours for licensure/certification in the applicable classifications.

*4 Adjusted by a factor of .963 to account for the additional 10 days covered by the payroll documents.

*5 Includes one-third of comptime hours used since one hour is worked for every 1.5 hours taken.

EXHIBIT J



jspano@sco.ca.gov
02/06/2004 03:09 PM

To: Ram.Venkatesan@fin.sccgov.org
cc: cprasad@sco.ca.gov, svanzee@sco.ca.gov, mhavey@sco.ca.gov,
gibrummels@sco.ca.gov, mquerin@sco.ca.gov, aluna@sco.ca.gov,
jvenneman@sco.ca.gov
Subject: Countywide Productive Hours

Ram,

I reviewed the county's proposal dated December 19, 2001, to use countywide productive hours and have discussed your analysis with my staff and Division of Accounting and Reporting staff. The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandates and nonmandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit periods include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

If you would like to discuss the above further, please contact me.

> Jim L. Spano, CPA
> Chief, Compliance Audits Bureau
> Division of Audits
> State Controller's Office
> Work - (916) 323-5849
> Fax - (916) 327-0832
>
>

EXHIBIT K

TEL VICTIM CONTACT SUMMARY FY99-01

TEL TIME LOG	FY98-99	FY99-00	FY00-01	TOTAL
TOTAL CASES	2446	2283	2006	6735
15 MINUTES PER DPO PER CASE	611.5	570.75	501.5	1683.75
HOURS CLAIMED	600	600	660	1860
DIFFERENCE	0	29.25	158.5	187.75

A2 a.2

Providing (5 hours per 11 DPOs)
resources to victim through
phone.

A2(a)2

FY99 600 hrs
FY00 600 hrs

For FY 1998-99 and FY 1999-2000, the county estimated five hours per month for each of the 11 officers for providing resources over the telephone to victims. No documentation was provided to substantiate the activities performed and time spent on such activities.

3(c)3

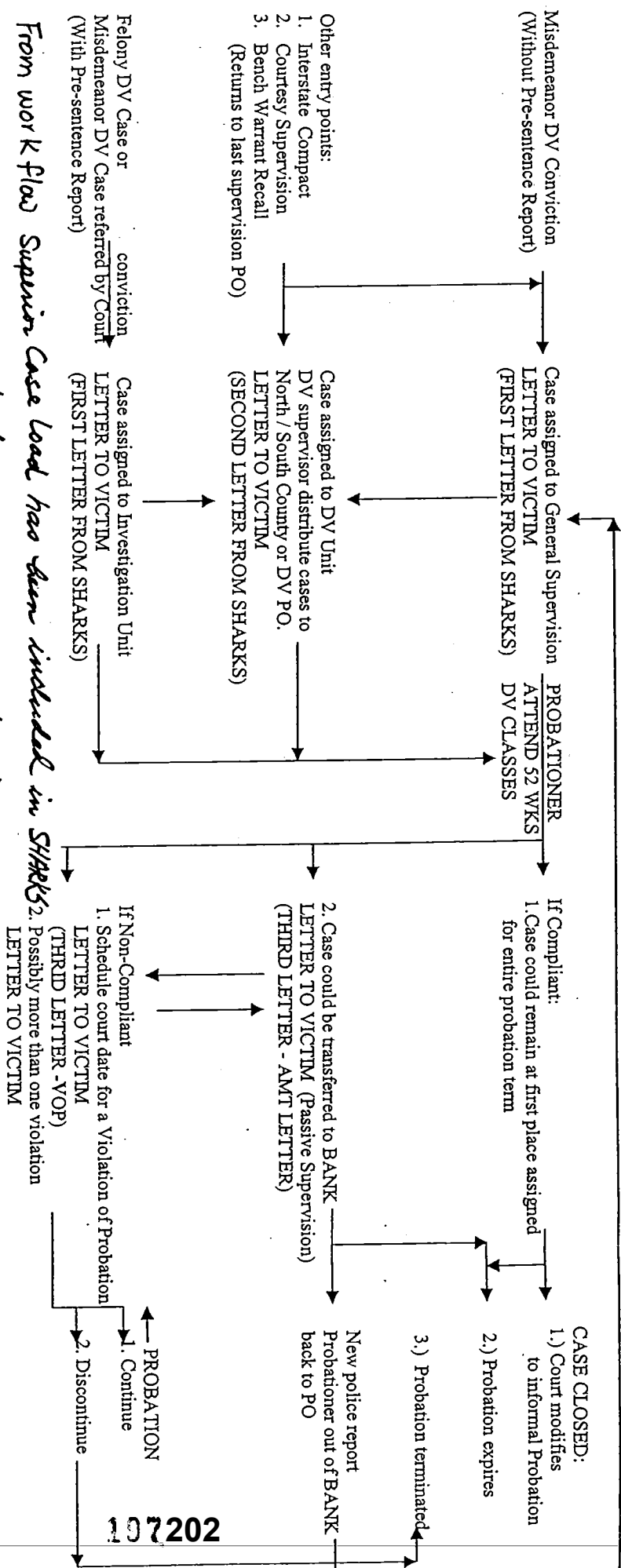
FY01 660 hrs

For FY 2000-01, the county claimed estimated hours spent talking with victims on the telephone. No documentation was provided to substantiate the activities performed or the time spent on such activities.

Domestic Violence Victim Time Log

DATE	CASE#	PHONE OFFICE	TIME	DPO	TIME PER CASE PER PO
			0.285714	ALFREDO ALFARO Average	17.14285714
	7		7	ALFREDO ALFARO Count	
			2	ALFREDO ALFARO Total	
			0.283333	JOSE ALVAREZ Average	17
	15		15	JOSE ALVAREZ Count	
			4.25	JOSE ALVAREZ Total	
			0.281884	C BULTER Average	16.91304348
	23		23	C BULTER Count	
			6.483333	C BULTER Total	
			0.228205	CHRIS FRANCO Average	13.69230769
	13		13	CHRIS FRANCO Count	
			2.966667	CHRIS FRANCO Total	
			0.354167	GILBERT CHAIDEZ Average	21.25
	8		8	GILBERT CHAIDEZ Count	
			2.833333	GILBERT CHAIDEZ Total	
			0.291667	JILL GIBSON Average	17.5
	12		12	JILL GIBSON Count	
			3.5	JILL GIBSON Total	
			0.222727	D. KILMOR Average	13.36363636
	11		11	D. KILMOR Count	
			2.45	D. KILMOR Total	
			0.210417	TRUJILLO Average	12.625
	16		16	TRUJILLO Count	
			0.265238	Grand Average	15.91428571
			3.366667	TRUJILLO Total	
			27.85	Grand Total	
	105		105	Grand Count	

GENERAL FLOW OF DOMESTIC VIOLENCE CASES POINTS OF VICTIM CONTACT



*From work flow Superior Case load has been included in SHARKS
 Use SHARKS CASE counts for estimating providing resources*

11/6/03

REVISED BY JT 2/18/03
 AFTER 2/14/03 MEETING

**Domestic Violence Unit
Victim Contact Log**

Name: TRUWILLO

Month of June 2003

DATE	VICTIM'S NAME	CASE # OR PFN #	PH.	O	LENGTH OF TIME
6/2		DLZ160		X	15 min
		AZY995	X		15 min
		CJS675	X		20 min
6/3		DPH424	X		2 min
6/5		CJS675	X		15 min
6/9		CSG496		X	5 min
6/10		DSI931		X	45 min
6/11		DRD451		X	10 min
6/12		BVF148	X		10 min
6/12		DKU260	X		5 min
6/23		AZY995	X		5 min
6/24		DAW224		X	20 min
6/24		BRL941	X		10 min
6/25		CKH492	X		10 min
6/25		DSJ264		X	5 min
6/25		DSG473		X	10 min

Month of June 2003

2049

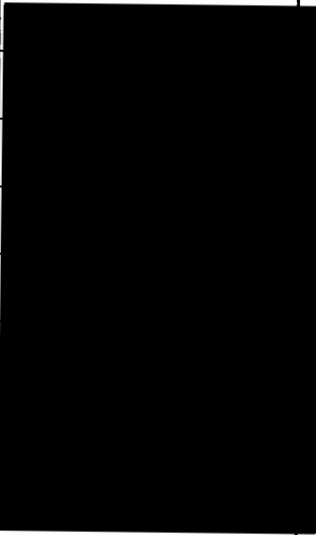
Month of 6 2003

2205

**Domestic Violence Unit
Victim Contact Log**

Name: GILBERT V. CHAIDEZ

Month of JUNE 2003

DATE	VICTIM'S NAME	CASE # OR PFN #	PH.	O	LENGTH OF TIME
6-5-03		DLT 601	✓		15 MIN.
6-10-03		BRN 232		✓	30 MIN
6-12-03		DAU 785	✓		20 MIN
6-17-03		CEN 832	✓		15 MIN.
6-18-03		DMA 594	✓		15 MIN
6-24-03		EZ BRN 232	✓		30 MIN
6-25-03		DSB 496	✓		30 MIN
6-26-03		DSV 480	✓		15 MIN

**Domestic Violence Unit
Victim Contact Log**

Name: Chris Franco

Month of June 20003

DATE	VICTIM'S NAME	CASE # OR PFN #	PH.	O	LENGTH OF TIME
6/6/03		CB6489	✓		30 minutes
6/11/03		COS758	✓		2 min
6/11/03		CB6489	✓		10 minutes
6/12/03		COS758	✓		40 minutes
6/14/03		COS758	✓		20 minutes
6/12/03		CNA815	✓		5 minutes
6/16/03		CLC397	✓		3 minutes
6/30		CLC397	✓		3 minutes
6/26		DSS592	✓	✓	30 minutes
6/26		DSS592	✓		2 min -
6/26		DKV542			5 minute field visit
6/26		DS12267	✓		5 minute
"		"	"		"
6/26		AS1380		Office Visit	20 minutes

Domestic Violence Unit Victim Contact Log

Name: C Butler

Month of 200

DATE	VICTIM'S NAME	CASE # OR PFN #	PH.	O	LENGTH OF TIME
6/2		DOB 166 / Pau	✓		15 minutes
6/2		DKL370-15		✓	10 min
6/3		B2E659 / T	✓		12 min - PC
6/6		CX F492 / C	✓		2 min PC
6/6		BMA560 /		✓	15 min PC
6/9		CX F492 / H	✓		40 min PC
6/9		DOO 666		✓	10 min - letter
6/9		Devk Hong DPA 717		✓	10 min - letter
6/10		CX F492	✓		. 25
6/11		DKL370	✓		1 hr.
6/12		DKL370	✓		• 15 min
6/13				✓	15 min
6/13				✓	15 min
6/16		CX F492	✓		15 min
6/23		DML361	✓		15 min
6/23		DKL370	✓		15 min
6/24		DML361	✓		15 min
6/24		DML361	✓		15 min
6/26		BSD757	✓		15 min.
6/26		DML361	✓		15 min.
6/28		DML361	✓		15 min
6/28		DKL370	203		15 min
6/30		CX F492	✓		20 min

**Domestic Violence Unit
Victim Contact Log**

Name: Alfredo Alfaro

Month of June 2003

DATE	VICTIM'S NAME	CASE # OR PFN #	PH.	O	LENGTH OF TIME
6/5/03		CC306977	✓		.25
6/5/03		CC112267		office visit	.25
6/11/03		CC306977	✓		.25
6/12/03		CC264238	✓		.25
6/17/03		CC272244	✓		.25
6/25/03		DRFG44	✓		.50
6/25/03		BAG 251	✓		.25

**Domestic Violence Unit
Victim Contact Log**

Name: Jose Alvarez

Month of June 2003

DATE	VICTIM'S NAME	CASE # OR PFN #	PH.	O	LENGTH OF TIME
6/3		a DPG 783	X		15 min.
6/11		CFD 996	X		45 min.
6/16		DLW 177	X		15 min.
6/17		CKW 516	X		15 min.
6/17		CTI 525	X		15 min.
6/17		DRC 046	X		15 min.
6/17		DRB 244		X	15 min.
6/19		DIC 168	X		15 min.
6/24		DOM 643	X		15 min.
6/25		DRC 046	X		15 min.
6/25		DCF 937		X	15 min.
6/26		DNZ 084	X		15 min.
6/30		o DBJ 567	X		15 min.
6/30		DSY 537	X		15 min.
6/16		DIC 168	X		15 min.

EXHIBIT L

Incorrect Reduction Claim
Domestic Violence Treatment Services Program

Declaration of Rita Loncarich
in support of County of Santa Clara

I, Rita Loncarich, state as follows:

1. I hold the position of Probation Manager in the Probation Department for the County of Santa Clara and have held this position for 13 years. I have been employed with the County for almost 23 years. I have personal knowledge of the facts herein and if called upon to testify, I could do so competently.

2. I have reviewed the training rosters provided during the audit to support the training costs for the Domestic Violence Treatment Services Program.

3. The rosters indicate that 11 employees of Domestic Violence Unit attended the trainings. Of these, I was able to identify 11 who were directly involved in the reimbursable activities of the Domestic Violence Treatment Services Program at the time they took the training.

4. The 33 additional employees who were trained are not officers assigned to the Domestic Violence Unit. These officers are assigned to General Supervision and Investigation. Since 19 to 22% of the cases these officers handle have domestic violence related charges, they are required to attend domestic violence training classes.

5. The Domestic Violence trainings includes but not limited to:
a) The various Cycle of Domestic Violence; b) The components of the 52 week Batterers Intervention Programs; c) Lethality Assessment; d) Law Enforcement protocol; e) Updated stats on D.V. and case law for Domestic Violence; f) Stay away orders vs. Peaceful contact Orders; g) Emergency Protective Orders; and h) Victim Support resources & Victim Assistance.

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I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed this 13th day of August, 2007 at San Jose, California.

Rita M. Lomand 8-13-07

EXHIBIT M

A2 (b)4, A2 (c)2

Shows meetings attended by
DPO and SPO

(Cdest McInernery & David Perez)

102 hours

66 hours

meeting and conferring with
criminal justice agencies

A2(b)4 FY00 102hrs

A2(c)2 FY01 66hrs

- For FY 1999-2000 and 2000-01, the county claimed hours for meeting and conferring with criminal justice agencies. County personnel stated that a different unit within the Probation Department claimed the additional hours and provided a memorandum that was written by the department's supervisor, which included the number of hours and stated that department staff were at meetings. However, this documentation did not identify who attended such meetings. The county did not provide any documentation to substantiate that employees actually attended the meetings in question.

Management Information Report Summary

FY 00

Month	Claimed	DPO	Meeting Attended by DPO	Meeting Attended by SPO
Jul-99		DPO	DV Council meetings	Gave presentation to the Family court Custody Evaluator re: Probation protocols and procedures for DV cases and relevant victim services
Aug-99		FVC DPO FVC DPO FVC DPO	Batterers Intervention Committee Women's Task Force Victim/ Survivor Advocacy Committee	
Sep-99		3 DPOs 9/22/99 10/18/99	Bay Area DV Rountable in SF DV Council meetings Probation-Probider meeting - bimonthly monitoring Batterers program preparing for Certification meeting on 10/18/99 Certification meeing	Bay Area DV Rountable in SF DV Council meetings
Oct-99		none		
Nov-99		FVC DPO FVC DPO FVC DPO 9 DPOs 3 DPOs	Attended B.I.C. Death Review Police/Victim Advocacy Committee meetings Strangulation Training Lethality risk assessment training by Fernando Medeiros	DV Council Meetings Officer Safety Training - 3 days
Dec-99		FVC DPO FVC DPO FVC DPO	Attended B.I.C. AWARE Meeting Police/ Victim Advocacy Committee meeting	
Jan-00		FVC DPO FVC DPO FVC DPO FVC DPO C. Mcinmey	Attended B.I.C. Death Review Police/ Victim Advocacy Committee meeting AWARE Meeting Certification of Program	DV Council Meetings Officer safety Training Court System Officer Safety APD Site Subcommittee Supervision Restructuring Committee Probation-Provider meeting Advanced Officer Safety Meeting
Feb-00		FVC DPO FVC DPO FVC DPO FVC DPO FVC DPO Stefaine Burgett	attended B.I.C. Death Review Policy /victim Advocacy committee AWARE meeting DFCS program manager Certification of Program	DV Council Dv Council Executive Committee Batterers Intervention Court Systems Officer Safety suervision Restructuring committee DV/child Protection Project Certification meetings
Mar-00		FVC DPO FVC DPO FVC DPO FVC DPO FVC DPO Stefaine Burgett	attended B.I.C. Death Review Policy /victim Advocacy committee Women;s Task force AWARE meeting DFCS program manager Certification of Program	DV Council Dv Council Executive Committee Batterers Intervention Court Systems Officer Safety suervision Restructuring committee CPOC. VA WA conference Committee DFCS program manager

Management Information Report Summary

FY 00

Month	Claimed	DPO	Meeting Attended by DPO	Meeting Attended by SPO
Apr-00		FVC DPO	Attended B.I.C.	Death Review committee
		FVC DPO	Death Review	CPOC Preventing Violence Against Women Conference
		FVC DPO	AWARE meeting	
		FVC DPO	Provided orientation for new FVC DPO start 5/1/00	
May-00		FVC DPO	Child Abuse Symposium in San Jose	DV Council
		FVC DPO	Victim/survivor Advocacy Committee	Assessment Subcommittee Meeting
			SJ Mayor's DV Task Force at SJ City Hall	Officer Safety Committee
		FVC DPO	Women's Violence Task Force	Supervision Restructuring Committee
		FVC DPO	Batterers Intervention Committee	Court Systems Committee
		FVC DPO	Police/Victim Relations committee	Batterers Intervention Committee
				Death Review Committee
				Police/Victims Relations Committee
Jun-00				APD Worksite Committee
				Field Day Special Field Operations on 5/24/00
		FVC DPO	Santa Clara county DV Council meeting	Death Review Committee
		FVC DPO	SJ Mayor's Task Force monthly meeting	DV Council meeting
		FVC DPO	Santa Clara county DV Council Retreat	Juvenile DV Taskforce meeting
			Batterers Intervention Committee Monthly meeting	Court Systems Committee meeting and give a presentation discussed Probation's role of certifying and monitoring batterers program
		FVC DPO	Police-Victim Relations Committee monthly meeting	Greenbook Project meeting at Wyndham Hotel in San Jose - 1 day
		FVC DPO	AWARE committee bimonthly meeting	Mountain View Police Dept to discuss improving Mountain View's police response to DV cases
		FVC DPO	Juvenile DV Task Force	Supervision Restructuring Committee meeting
		FVC DPO	Presented on the law Panel for SNBW's annual volunteer training	Assessment Unit Subcommittee meeting
				Worksite Committee meeting
				Meeting with Batterers program providers to give a short training to the DV unit
				Met with Muriel Townsend and Evelyn Mendez to identify new cases that have an active or past juvenile DV record

IT-3

Santa Clara County Probation Department
Adult Division
Management Information Report

Month of: July 1998 Unit: Supervision 3 Supervisor: B. Davis

1999
Domestic Violence Unit
Supervision Caseloads
(Includes Courtesy Supervision)

Felonies: 469
Misdemeanors: 261

Arrestment Petitions:

Superior: 19
Municipal: 0

Hearing Petitions:

Superior: 24
Municipal: 23

Number of Deputies 9 Specialized Caseloads (2 deputies each have 1/2 caseload)

Non-English Speaking Clients: 90

Spanish: 75
Vietnamese: 9
Korean: 2
Other: 4

Performance Measures/ Miscellaneous:

New cases to unit from Court: 25 Transfers from other Units: 26

Number of Case Audits: 30

Sup 3 still has one deputy out on medical leave.

SPO gave presentation to the Family Court Custody Evaluators (50) re: Probation protocols and procedures for DV cases and relevant victim services.

SPO and DPO attended various subcommittee meetings of DV Council and presentation at Family Violence Center re: Collaborative Domestic Violence Project highlighting various demographics of 240 DV cases from the Family Violence Center involving children referred to CPS. Data was not kept on number of cases in which defendant was on probation but future data collection will include it. DPO at FVC screened: 84 child abuse, 59 threat management and 25 DV cases. All police reports with probation involved forwarded to supervision deputies.

Summary of Cases for:

Barbara Davis , SPO

Month: July

Year: 1999

	PO	Hidalgo	McIner	Munoz	DiStell	Chavez	Abbott	Halden	Jeffers	Stephe	Clemer	Brant	Total
Beginning Caseload													

Felony	59	49	40	24	58	56	20	54	45	51			456
Misdemeanor	23	39	34	8	22	27	14	33	24	32			256
Courtesy Supervision	2	1	2	0	0	1	0	1	0	0			7
Total	84	89	76	32	80	84	34	88	69	83			719
BCS Total	82	88	74	32	80	83	34	87	69	83			712

Cases Received

Felony

From Court	2	1	3	1	1	1			2	2			13
Reinstated			1		1					0			2
Other					2	1		2	2	1	2		10
Total	2	1	4	1	4	2	0	2	4	3	2		25

Misdemeanor

From Court					2				3	0			5
Reinstated	1	1	1			1							4
Other	2		1		1	1		2		0	1		8
Total	3	1	2	0	3	2	0	2	3	0	1		17

42

Cases Removed

Felony

Probation Revoked	2		2	3	6	1	1	1	1	1			18
Probation Terminated						1							1
Other						1	1						2
Total	2	0	2	3	6	3	2	1	1	1			21

Misdemeanor

Probation Revoked			1	1		3	1	1	1	1			9
Probation Terminated	1									0			1
Other							2			0			2
Total	1	0	1	1	0	3	3	1	1	1			12

End of Month Caseload

Felony	59	50	42	22	56	55	18	55	48	53	2		460
Misdemeanor	25	40	35	7	25	26	11	34	26	31	1		261
Courtesy Supervision	2	1	3		2			1					9
Total Cases	86	91	80	29	83	81	29	90	74	84	3		730
B.C.S. Total	84	90	77	29	81	81	29	89	74	84	3		721

Arrestment Petitions

Felony	3		2	2	8	1	1		2				19
Misdemeanor													0

Hearing Petitions

Felony	2	3	7	2	5	3	2	4	1				24
Misdemeanor	1		2	3	5	4	2		2	4			23
Total	6	3	11	7	13	8	5	4	5	4			66

07/30/1999

219

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New		1	2	4	2	1		1	3	2		16
Maximum	2	7	9	1	2	4	4	6	5	3		43
Regular	46	51	45	16	26	39	20	41	22	30	1	337
Minimum	10	7	6	4	24	12	1	24	17	28	2	135
Bank		2	2		4	3		3		3		17
Admin. Bank	28	23	16	4	23	24	4	15	27	18		182
TOTAL	86	91	80	29	81	83	29	90	74	84		727

In Process		2	1			1	1	1				6
Max. Available	2	5	8	1	2	3	3	5	5	3 n/a		37
Max. Supv. to Standard	2	4	6	0	2	3	3	4	3	3		30
%Max Sup. to Standard	100	80	75	0	100	100	100	80	60	100		81

Non-English Speaking

Spanish	1			24	48			1	1			75
Vietnamese	2	1	1					3	2			9
Korean			1				1					2
Hearing Impaired												0
Iranian												0
Portugese												0
Cambodian												0
Other	2					1			1			4
Total	5	1	2	24	48	1	1	4	4	0	0	90

CASE AUDITS

30

Santa Clara County Probation Department
Adult Division
Management Information Report

Month of: August 1999 Unit: Supervision 3 Supervisor: B. Davis

Domestic Violence Unit

Supervision Caseloads:
(Includes Courtesy Supervision)

Felonies: 473
Misdemeanors: 256

Arraignment Petitions:

Felony: 16

Hearing Petitions:

Felony: 20
Misdemeanor: 37

Number of Deputies: 11

1 Deputy assigned to Family Violence Center
Domestic Violence Caseloads: 9 average 81 per deputy
2 half-caseloads for Certification

Non-English Speaking Clients: 91

Spanish: 76
Vietnamese: 11
Korean: 2
Other: 2

Performance Measures/ Miscellaneous:

New cases to unit from Court: 42
Transfers from other Units: 12
Number of Case Audits: 15

At end of August SPO distributed ½ caseload of deputy assigned to Certification of Batterers Programs. Due to workload, this deputy will perform certification duties full time. One DPO continued on medical leave; upon return this deputy will also work on Certification .

DPO at Family Violence Center worked on 114 Child Abuse cases, 21 Threat Management and 24 DV cases; also attended Batterers Intervention Committee, Women's Task Force, Victim/Survivor Advocacy Committee. Death Review did not meet in August.

Summary of Cases for: Sup 3

B.Davis, SPO

Month August

Year: 1999

PC	Hidalgo	McInerney	Munoz	DiStella	Chavez	Abbott	Halden-Fic	Jefferson	Stephens	Clements	Brant	Total
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Beginning Caseload

Felony	59	50	42	22	56	55	18	55	48	53	2	460
Misdemeanor	25	40	35	7	25	26	11	34	26	31	1	261
Courtesy Supervision	2	1	3		2			1				9
Total	86	91	80	29	83	81	29	90	74	84	3	730
BCS Total	84	90	77	29	81	81	29	89	74	84	3	721

Cases Received

Felony												
From Court	2	0	6	0	6	1	0	1	9	1	0	26
Reinstated	0	0	0	0	1	1	0	0	2	0	0	4
Other	6	5	4	0	0	5	0	2	0	1	5	28
Total	8	5	10	0	7	7	0	3	11	2	5	58

Misdemeanor												
From Court	0	0	0	0	0	0	0	0	0	0	0	0
Reinstated	0	0	1	1	0	2	0	0	0	1	0	5
Other	1	2	6	0	0	0	0	1	3	2	2	17
Total	1	2	7	1	0	2	0	1	3	3	2	22

Cases Removed

Felony												
Probation Revoked	3	1	2	2	5	1	0	1	0	2	0	17
Probation Terminated	1	1	0	0	1	1	0	1	0	0	0	5
Other	1	0	1	1	4	1	15	0	0	0	0	23
Total	5	2	3	3	10	3	15	2	0	2	0	45

Misdemeanor												
Probation Revoked	0	2	1	0	0	0	0	0	3	1	0	7
Probation Terminated	1	0	0	1	1	1	1	0	0	0	0	5
Other	0	2	0	1	4	0	8	0	0	0	0	15
Total	1	4	1	2	5	1	9	0	3	1	0	27

End of Month Caseload

Felony	62	53	49	19	53	59	3	56	59	53	7	473
Misdemeanor	25	38	41	6	20	27	2	35	26	33	3	256
Total Cases	87	91	90	25	73	86	5	91	85	86	10	729
Courtesy Supervision	2	1	2	0	0	1	0	1	0	1	0	8
	85	90	88	25	73	85	5	90	85	85	10	721

Arraignment Petitions

Felony	3	2	3	0	4	2	0	0	1	1	0	16
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Hearing Petitions

Felony	1	0	1	4	7	1	1	0	2	3	0	20
Misdemeanor	1	12	6	1	3	2	1	2	3	5	1	37
Total	5	14	10	5	14	5	2	2	6	9	1	73

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	0	4	3	7	0	0	1	1	1	0	17
Maximum	1	5	10	1	1	3	0	8	9	4	0	42
Regular	45	54	51	14	18	46	2	40	28	35	8	341
Minimum	13	9	6	4	21	13	1	23	18	30	2	140
Bank	0	3	2	0	3	4	0	3	1	2	0	18
Admin. Bank	27	20	17	3	23	21	2	16	28	14	0	171
TOTAL	86	91	90	25	73	87	5	91	85	86	10	729
In Process	0	1	1	1	0	0	0	2	1	1	0	7
Max. Available	1	4	9	0	1	3	0	6	8	3	0	35
Max. Supv. to Standard	0	3	7	0	1	3	0	5	7	3	0	29
Max Sup. to Standard	0	75	78 n/a		100	100 n/a		83	88	100 n/a		83
on-English Speaking												
Spanish	1	0	1	21	52	0	0	1	0	0	0	76
Vietnamese	3	1	1	0	0	0	0	4	2	0	0	11
Korean	0	0	1	0	0	0	0	0	0	0	1	2
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	1	0	0	1	0	0	2
Total	4	1	3	21	52	1	0	5	3	0	1	91

CASE AUDITS 15

✓ AS

Santa Clara County Probation Department
Adult Division
Management Information Report

Month of: September, 1999 Unit: Supervision 3 Supervisor: B. Davis

Domestic Violence Unit
Supervision Caseloads:
(Includes Courtesy Supervision)

Felonies: 490
Misdemeanors: 241

Arraignment Petitions:

Superior: 15
Municipal: 0

Hearing Petitions:

Superior: 14
Municipal: 19

Number of Deputies:

Specialized Caseloads 8 DPO's Average Caseloads: 92

Family Violence Center 1 DPO , also carries small caseload
Program Certification: 1.5 DPO's

Non-English Speaking Clients:

Spanish: 77
Vietnamese: 11
Korean: 2
Other: 6

Performance Measures/ Miscellaneous:

New cases to unit from Court: 30
Transfers from other Units: 13
Number of Case Audits: 12

During September SPO and 3 DPO's attended the Bay Area DV Roundtable of Probation Departments in San Francisco, usual DV Council committee meetings also attended.

DPO's continued monitoring of Batterers Programs and preparation of reports for upcoming Certification Meeting on October 18. Also, the bi-monthly Probation-Provider meeting occurred on September 22, 1999 .

Summary of Cases for:
Barbara Davis , SPO

Supv 3

Month: September

Year: 1999

	PO Hidalgo	McInerney	Munoz	DiStella	Chavez	Abbott	Halden-Fle	Jefferson	Stephens	Clements	Brant	Total
Beginning Caseload												
Felony	62	53	49	19	53	59	3	56	59	53	7	473
Misdemeanor	25	38	41	6	20	27	2	35	26	33	3	256
Courtesy Supervision	2	1	2	0	0	1	0	1	0	1	0	8
Total	87	91	90	25	73	86	5	91	85	86	10	729
BCS Total	85	90	88	25	73	85	5	90	85	85	10	721

Cases Received												
Felony												
From Court	4	4	1	0	6	2	0	2	4	4	2	29
Reinstated	0	0	0	0	0	1	0	0	0	0	0	1
Other	1	0	0	0	8	2	0	0	3	0	1	15
Total	5	4	1	0	14	5	0	2	7	4	3	45

Misdemeanor												
From Court	0	0	0	0	0	0	0	2	0	0	0	2
Reinstated	0	0	1	0	1	0	0	0	1	1	0	4
Other	0	0	0	0	0	4	0	0	1	4	1	10
Total	0	0	1	0	1	4	0	2	2	5	1	16

Cases Removed												
Felony												
Probation Revoked	0	0	1	0	3	1	0	0	0	1	1	7
Probation Terminated	1	0	0	0	0	0	0	0	0	2	0	3
Other	0	1	0	13	0	0	0	2	0	2	0	18
Total	1	1	1	13	3	1	0	2	0	5	1	28

Misdemeanor												
Probation Revoked	1	2	1	0	0	0	0	0	0	1	1	6
Probation Terminated	0	1	1	0	0	1	0	0	2	1	0	6
Other	0	2	5	4	4	0	1	3	0	0	0	19
Total	1	5	7	4	4	1	1	3	2	2	1	31

End of Month Caseload												
Felony	66	56	49	6	64	63	3	56	66	52	9	490
Misdemeanor	24	33	35	2	17	30	1	34	26	36	3	241
Total Cases	91	90	86	8	81	94	4	91	92	89	12	738
Courtesy Supervision	1	1	2	0	0	1	0	1	0	1	0	7
B.C.S. Total	90	89	84	8	81	93	4	90	92	88	12	731

Arraignment Petitions												Total
Felony	1	2	0	0	0	1	3	3	1	4	0	15
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Hearing Petitions												
Felony	2	1	2	0	3	3	1	0	0	1	1	14
Misdemeanor	1	0	4	2	3	0	0	0	3	5	1	19
Total	4	3	6	2	6	4	4	3	4	10	2	48

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	2	2	4	2	9	0	0	3	6	0	2	30
Maximum	1	4	11	0	1	6	0	7	8	4	0	42
Regular	48	55	52	4	29	49	2	38	28	41	6	352
Minimum	15	8	5	1	19	15	0	22	21	26	3	135
Bank	0	3	2	0	2	4	0	3	2	3	1	20
Admin. Bank	25	18	12	1	21	20	2	18	27	15	0	159
TOTAL	91	90	86	8	81	94	4	91	92	89	12	738
In Process	0	1	3	0	0	2	0	1	1	0	0	8
Max. Available	1	3	8	0	1	4	0	6	7	4	0	34
Max. Supv. to Standard	1	3	8	0	1	3	0	6	6	4	0	32
%Max Sup. to Standard	100	100	100 n/a		100	75 n/a		100	86	100 n/a		94

Non-English Speaking

Spanish	2	0	0	7	67	0	0	1	0	0	0	77
Vietnamese	3	1	1	0	0	0	0	4	2	0	0	11
Korean	0	0	1	0	0	0	0	0	0	0	1	2
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	2	0	1	0	0	1	0	0	2	0	0	6
Total	7	1	3	7	67	1	0	5	4	0	1	96

CASE AUDITS 12

Summary of Cases for:

S. Davis, SPO

Month: Oct.

Year: 1999

#13

PO	Hidalgo	McInerney	Trujillo	DiStella	Chavez	Abbott	Halden-FicMarin	Stephens	Clements	Brant	Total
Beginning Balance											
Felony	66	56	49	6	64	63	3	56	66	52	490
Misdemeanor	24	33	35	2	17	30	1	34	26	36	241
Courtesy Supervision	1	1	2			1	0	1	0	1	7
Total	91	90	86	8	81	94	4	91	92	89	738
BCS Total	90	89	84	8	81	93	4	90	92	88	731

Cases Reported											
Felony											
From Court	2	5			8	3			5	3	28
Reinstated				1							1
Other	2		2			2				1	8
Total	4	5	2	1	8	5	0	0	5	4	37

Misdemeanor											
From Court									2		2
Reinstated		1	1			1				1	4
Other	3	4	1	1	8	4			3	3	27
Total	3	5	2	1	8	5	0	0	5	4	33

70

Probation Revoked											
Probation Revoked		1	1	1	4			1	1		9
Probation Terminated	1				1	1				1	4
Other		2		1	3			2	1	1	10
Total	1	3	1	2	8	1	0	3	2	2	23

Misdemeanor											
Probation Revoked		2	2	1					1	1	7
Probation Terminated						1					1
Other	3	2	1	1	6	5			4	4	26
Total	3	4	3	2	6	6	0	0	5	5	34

End of Month Balance											
Felony	69	58	50	5	64	67	3	53	69	54	504
Misdemeanor	24	34	34	1	19	29	1	34	26	35	240
Total Cases	94	93	86	6	83	96	4	88	95	90	750
Courtesy Supervision	1	1	2					1		1	6
B.C.S. Total	93	92	84	6	83	96	4	87	95	89	744

Arrested Persons											Total
Felony	3	2	1	3	4	1			2		16
Misdemeanor											0

Hearing Persons											
Felony	3				1	1			1	4	10
Misdemeanor		1		1		1		2	1	2	10
Total	6	3	1	4	5	3	0	2	4	6	36

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New		1	3	1	11	1		1		1		19
Maximum	1	4	10		27	6	2	7	5	4	6	72
Regular	54	59	50	4	26	45		32	36	36	3	345
Minimum	14	7	5			16		23	25	22		112
Bank		3	3		1	4		4	2	10		27
Admin. Bank	25	19	15	1	18	24	2	21	27	17	6	175
TOTAL	94	93	86	6	83	96	4	88	95	90	15	750

In Process			4			2		2	1			9
Max. Available	1	4	6			4		5	4	4		28
Max. Supv. to Standard	1	4	3			4		2	4	4		22
Max Sup. to Standard	100	100	50 n/a	n/a		100 n/a		40	100	100 n/a		79

on-English Speaking

Spanish	2			6	70			1				79
Vietnamese		1	1					3	3			8
Korean			1								1	2
Hearing Impaired												0
Iranian												0
Portugese												0
Cambodian												0
Other	2		2			1			1			6
Total	4	1	4	6	70	1	0	4	4	0	1	95

CASE AUDITS 8

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

B.Davis, SPO

Month of: November 1999

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 240

Felonies 518

Arraignment Petitions:

Superior: 8

Hearing Petitions:

Superior: 24

Municipal: 15

Non English Speaking Clients: 113

Spanish: 85

Vietnamese: 20

Korean: 4

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 4

Total: 113

Number of Deputies with Specialized Caseloads: 8

Caseload Average: 94

1 DPO at Family Violence Center

1.5 PO's doing Batterer Program Certification

Performance Measures:

Case audits: 14

New cases from court: 34

Transfers from other units: 13

FVC DPO: Screened 131 police reports for probation information and forwarded appropriate

reports; attended B.I.C., Death Review and Police/Victim Advocacy Committee meetings.

During November 9 DPO's attended a special training by Gael Straeck, DA from San Diego Co on Strangulation (sponsored by SJPD). Three DPO's attended lethality risk assessment training by Fernando Medeiros.

On 11-1-99, the third annual Post Pumpkin Pee Party and Pheast was conducted by the DV Unit and Intensive Supervision. Ninety-nine field visits were listed, 71 clients tested (13 at home, 58 reported to APD and were tested.)

SPO attended usual DV Council meetings and did three days of Officer Safety Training.

Summary of Cases for: Supervision III

Barbara Davis , SPO

Month/November

Year: 1999

PO	Hidalgo	McInerneyTrujillo	DiStella	Chavez	Abbott	Halden-FidMarin	Stephens	Clements	Brant	Total		
Beginning Caseload												
Felony	69	58	50	5	64	67	3	53	69	54	12	504
Misdemeanor	24	34	34	1	19	29	1	34	26	35	3	240
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total	94	93	86	6	83	96	4	88	95	90	15	750
BCS Total	93	92	84	6	83	96	4	87	95	89	15	744

Cases Received												
Felony												
From Court	1	3	4	0	10	2	0	2	1	4	0	27
Reinstated	0	1	0	0	0	0	0	0	0	0	0	1
Other	1	0	0	0	0	0	0	0	0	0	0	1
Total	2	4	4	0	10	2	0	2	1	4	0	29

Misdemeanor												
From Court	0	0	0	0	0	0	0	0	0	0	0	0
Reinstated	1	0	2	0	0	1	1	1	0	1	0	7
Other	1	2	1	0	1	1	0	2	2	1	3	14
Total	2	2	3	0	1	2	1	3	2	2	3	21

Cases Removed												
Felony												
Probation Revoked	3	1	1	0	4	0	0	1	0	0	0	10
Probation Terminated	0	0	0	0	0	2	0	0	0	2	0	4
Other	0	1	1	0	2	1	1	0	0	1	0	7
Total	3	2	2	0	6	3	1	1	0	3	0	21

Misdemeanor												
Probation Revoked	2	0	2	0	2	2	0	1	0	0	0	9
Probation Terminated	1	2	1	0	0	0	0	0	0	1	0	5
Other	0	0	2	0	0	1	0	2	0	2	0	7
Total	3	2	5	0	2	3	0	3	0	3	0	21

End of Month Caseload												
Felony	68	60	52	5	68	66	2	54	70	55	12	512
Misdemeanor	23	34	32	1	18	28	2	34	28	34	6	240
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total Cases	92	95	86	6	86	94	4	89	98	90	18	758
B.C.S. Total	91	94	84	6	86	94	4	88	98	89	18	752

Arrestment/Patients												Total
Felony	3	1	2	0	1	0	0	0	0	1	0	8
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Rearrest/Patients												
Felony	3	2	3	0	4	2	2	0	3	4	1	24
Misdemeanor	1	0	4	0	2	2	0	3	0	2	1	15
Total	7	3	9	0	7	4	2	3	3	7	2	47

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	0	3	0	7	0	0	3	0	1	4	18
Maximum	1	2	12	0	0	3	0	8	6	2	1	35
Regular	47	53	49	5	29	50	0	36	41	42	7	359
Minimum	18	13	5	0	30	16	0	18	23	16	3	142
Bank	27	7	1	0	1	4	0	4	3	12	0	59
Admin. Bank	0	20	16	1	19	21	4	20	25	17	3	146
TOTAL	93	95	86	6	86	94	4	89	98	90	18	759

In Process	0	0	2	0	0	1	0	2	1	0	0	6
Max. Available	1	2	10	0	0	2	0	6	5	2	1	29
Max. Supv. to Standard	1	2	9	0	0	2	0	6	4	2	1	27
Max Sup. to Standard	100	100	90	#DIV/0!	#DIV/0!	100	#DIV/0!	100	80	100	100	93

on-English Speaking

Spanish	2	0	0	6	76	0	0	1	0	0	0	85
Vietnamese	8	1	1	0	0	0	0	2	8	0	0	20
Korean	2	0	1	0	0	0	0	0	0	0	1	4
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	2	0	0	1	0	0	1	0	0	4
Total	12	1	4	6	76	1	0	3	9	0	1	113

CASE AUDITS 14

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

B.Davis, SPO

Month of: December 1999

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 222

Felonies 500

Arraignment Petitions:

Felonies: 13

Hearing Petitions:

Felonies: 16

Misdemeanors: 13

Non English Speaking Clients: 104

Spanish: 87

Vietnamese: 10

Korean: 1

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 6

Total: 104

Number of Deputies with Specialized Caseloads: 8
Caseload Average: 88

1 DPO at Family Violence Center
1.5 PO's doing Batterer Program Certification

Performance Measures:

Case audits: 27

New cases from court: 20

Transfers from other units: 12

FVC DPO: Screened 111 police reports for probation information and forwarded appropriate reports; attended B.I.C., AWARE and Police/Victim Advocacy Committee meetings.

Summary of Cases for: **Supv Unit III**
B. Davis , SPO **Month December** **Year: 1999**

PO	Hidalgo	McInerney	Trujillo	DiStella	Chavez	Abbott	Halden-FidMarin	Stephens	Clements	Brant	Total	
Beginning Caseload												
Felony	68	60	52	5	68	66	2	54	70	55	12	512
Misdemeanor	23	34	32	1	18	28	2	34	28	34	6	240
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total	92	95	86	6	86	94	4	89	98	90	18	758
BCS Total	91	94	84	6	86	94	4	88	98	89	18	752

Grand Received												
Felony												
From Court	2	0	5	1	6	2	0	0	0	2	0	18
Reinstated	1	1	0	0	0	0	0	1	0	0	0	3
Other	0	0	0	0	0	0	0	1	0	0	0	1
Total	3	1	5	1	6	2	0	2	0	2	0	22

Misdemeanor												
From Court	0	0	0	0	0	0	0	0	0	0	0	0
Reinstated	0	2	1	0	0	1	0	1	0	0	0	5
Other	2	0	0	0	0	0	0	0	1	0	0	3
Total	2	2	1	0	0	1	0	1	1	0	0	8

From Court												
Felony												
Probation Revoked	4	0	1	2	2	0	0	0	0	1	0	10
Probation Terminated	0	0	0	0	0	0	0	2	0	2	0	4
Other	3	7	1	1	3	0	0	0	0	5	0	20
Total	7	7	2	3	5	0	0	2	0	8	0	34

Misdemeanor												
Probation Revoked	0	1	1	0	0	1	1	3	1	1	0	9
Probation Terminated	0	0	1	0	0	2	0	0	0	1	0	4
Other	0	5	4	0	0	1	1	0	0	2	0	13
Total	0	6	6	0	0	4	2	3	1	4	0	26

End of Month Caseload												
Felony	64	54	55	3	69	68	2	54	70	49	12	500
Misdemeanor	25	30	27	1	18	25	0	32	28	30	6	222
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total Cases	90	85	84	4	87	93	2	87	98	80	18	728
B.C.S. Total	89	84	82	4	87	93	2	86	98	79	18	722

Arrestment Patterns												Total
Felony	1	0	2	0	4	0	1	0	5	0	0	13
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Hearing Petitions												
Felony	3	2	6	1	0	0	0	1	3	0	0	16
Misdemeanor	0	2	4	2	1	1	0	0	2	0	1	13
Total	4	4	12	3	5	1	1	1	10	0	1	42

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	2	0	5	1	3	1	0	3	1	2	5	23
Maximum	1	2	9	0	0	3	0	8	6	2	1	32
Regular	47	54	44	3	27	51	0	39	44	37	7	353
Minimum	18	8	8	0	30	17	0	14	26	16	2	139
Bank	0	2	2	0	2	4	0	4	3	3	0	20
Admin. Bank	22	19	16	0	25	17	2	19	18	20	3	161
TOTAL	90	85	84	4	87	93	2	87	98	80	18	728
In Process	0	1	0	0	0	1	0	3	2	0	0	7
Max. Available	1	1	7	0	0	2	0	5	4	2	0	22
Max. Supv. to Standard	0	1	7	0	0	2	0	2	4	2	0	18
Max Sup. to Standard	0	100	100 n/a	n/a		100 n/a		40	100	100 n/a		82
on-English Speaking												
Spanish	3	0	0	4	79	0	0	1	0	0	0	87
Vietnamese	2	1	1	0	0	0	0	2	3	1	0	10
Korean	0	0	1	0	0	0	0	0	0	0	0	1
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	2	0	2	0	0	1	0	0	1	0	0	6
Total	7	1	4	4	79	1	0	3	4	1	0	104

CASE AUDITS

27

AS ✓

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

B.Davis, SPO

Month of: January 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 213

Felonies 498

Arraignment Petitions:

Superior: 14

Hearing Petitions:

Superior: 08

Municipal: 14

Non English Speaking Clients: 103

Spanish: 85

Vietnamese: 9

Korean: 1

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 8

Total: 103

Number of Deputies with Specialized Caseloads: 7

Caseload Average: 93

Caseload average does not include caseloads of PO at FVC or
of C. McInerney who is transitioning into Certification of
Programs

1 DPO at Family Violence Center

1.5 PO's doing Batterer Program Certification

Performance Measures:

Case audits: 17 New cases from court: 21 Transfers from other units: 8
Cases assigned within the unit from C. McInerney's caseload = 24 (4 cases for all deputies in the unit except Spanish speaking officer). 6 cases from Celeste's caseload were screened and accepted by ISU. Remaining cases are C classification or less and will be eligible for bank or will be expiring within the next couple of months.

FVC DPO: Screened 112 police reports for probation information and forwarded appropriate reports; attended B.I.C., Death Review and Police/Victim Advocacy Committee and AWARE meetings.

SPO attended DV Council, Batterers Intervention, Provider/Probation and Court Systems, Officer Safety, Officer Safety APD Site Subcommittee, Supervision Restructuring Committee and Advanced Officer Safety meetings. SPO now is chair of Court Systems starting in February.

Abbie Halden-Fick now out on maternity leave; one DPO remains on half-time medical accomodation. Unit has been assisted by Stefanie Burgett who is filling in on Certification of Programs and will assist with Bench Warrant hearing reports as needed.

Summary of Cases for:
B. Davis , SPO

Sup III

Month January

Year: 2000

	PO Hidalgo	McInerney	Trujillo	DiStella	Chavez	Abbott	Halden-Fic	Marin	Stephens	Clements	Brant	Total
Beginning Caseload												
Felony	64	54	55	3	69	68	2	54	70	49	12	500
Misdemeanor	25	30	27	1	18	25	0	32	28	30	6	222
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total	90	85	84	4	87	93	2	87	98	80	18	728
BCS Total	89	84	82	4	87	93	2	86	98	79	18	722

Cases Received												
Felony												
From Court	2	0	4	0	3	3	0	3	1	5	0	21
Reinstated	0	0	0	0	0	0	0	0	0	0	0	0
Other	1	0	2	0	4	3	0	2	2	7	3	24
Total	3	0	6	0	7	6	0	5	3	12	3	45

Misdemeanor												
From Court	1	0	0	0	0	0	0	0	0	0	0	1
Reinstated	0	0	0	0	0	1	0	0	1	2	0	4
Other	3	0	4	0	0	1	0	1	0		0	9
Total	4	0	4	0	0	2	0	1	1	2	0	14

Cases Removed												
Felony												
Probation Revoked	0	2	3	0	3	3	0	3	3	2	0	19
Probation Terminated	0	1	0	1	0	2	0	0	0	0	0	4
Other	0	22	0	2	0	0	0	0	0	0	0	24
Total	0	25	3	3	3	5	0	3	3	2	0	47

Misdemeanor												
Probation Revoked	0	1	1	1	0	2	0	0	1	2	1	9
Probation Terminated	0	0	0	0	1	1	0	0	1	1	0	4
Other	0	10	0	0	0	0	0	0	0	0	0	10
Total	0	11	1	1	1	3	0	0	2	3	1	23

End of Month Caseload												
Felony	67	29	58	0	73	69	2	56	70	59	15	498
Misdemeanor	29	19	30	0	17	24	0	33	27	29	5	213
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total Cases	97	49	90	0	90	93	2	90	97	89	20	717
B.C.S. Total	96	48	88	0	90	93	2	89	97	88	20	711

Arraignment Petitions												Total
Felony	2	1	2	0	4	1	0	1	2	1	0	14
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Hearing Petitions												Total
Felony	0	1	1	0	0	0	0	1	5	0	0	8
Misdemeanor	1	1	0	0	3	4	0	2	0	3	0	14
Total	3	3	3	0	7	5	0	4	7	4	0	36

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	3	0	5	0	8	0	0	3	0	2	3	24
Maximum	2	4	6	0	0	3	0	5	4	2	2	28
Regular	52	0	44	0	29	51	0	48	49	46	7	326
Minimum	16	28	12	0	33	13	0	15	24	13	2	156
Bank	0	6	2	0	2	5	0	2	2	4	0	23
Admin. Bank	24	11	21	0	18	21	2	17	18	22	6	160
TOTAL	97	49	90	0	90	93	2	90	97	89	20	717
In Process	0	3	0	0	0	0	0	2	0	0	0	5
Max. Available	2	0	6	0	0	3	0	3	4	1	0	19
Max. Supv. to Standard	2	0	5	0	0	3	0	3	4	1	0	18
%Max Sup. to Standard	100	n/a	83	n/a	n/a	100	n/a	100	100	100	n/a	95

Non-English Speaking

Spanish	3	0	0	1	79	0	0	1	0	1	0	85
Vietnamese	2	1	1	0	0	0	0	2	1	2	0	9
Korean	0	0	1	0	0	0	0	0	0	0	0	1
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	2	0	2	0	0	2	0	1	1	0	0	8
Total	7	1	4	1	79	2	0	4	2	3	0	103

CASE AUDITS 17

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

B.Davis, SPO

Month of: February 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 197

Felonies 480

Arraignment Petitions:

Superior: 23

Hearing Petitions:

Superior: 04

Municipal: 30

Non English Speaking Clients: 102

Spanish: 80

Vietnamese: 11

Korean: 1

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 10

Total: 102

Number of Deputies with Specialized Caseloads: 7

Caseload Average: 89

Caseload average does not include caseloads of PO at FVC or of C. McInerney who doing Certification of Programs during the month.

1 DPO at Family Violence Center

1.5 PO's doing Batterer Program Certification

Performance Measures:

Case audits: 29 New cases from court: 14 Transfers from other units: 2

FVC DPO: Screened 79 police reports for probation information and forwarded appropriate reports; attended B.I.C., Death Review and Police/Victim Advocacy Committee and AWARE meetings. Also met with DFCS DV Unit regarding useful probation information she can access for them in DV/Child Abuse cases.

SPO attended DV Council, DV Council Executive Committee, Batterers Intervention, Court Systems, Officer Safety, Supervision Restructuring Committee and DV/Child Protection Project and Certification meetings.

The Certification Committee met on 2-28-00 at which time 5 programs were reviewed. Also modifications to Certification Standards were reviewed and adopted.

Abbie Halden-Fick now out on maternity leave; one DPO remains on half-time medical accommodation. Unit has been assisted by Stefanie Burgett who is filling in on Certification of Programs.

Summary of Cases for:
B. Davis , SPO

Sup. III

Month February

Year: 2000

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	Hidalgo	McInerney	Trujillo	DiStella	Chavez	Abbott	Haldon-Flo Marin	Stephens	Clements	Brant	Total	
Beginning Case Load												
Felony	67	29	58	0	73	69	2	56	70	59	15	498
Misdemeanor	29	19	30	0	17	24	0	33	27	29	5	213
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total	97	49	90	0	90	93	2	90	97	89	20	717
BCS Total	96	48	88	0	90	93	2	89	97	88	20	711

Cases Received																
Felony																
	From Court	Reinstated	Other	Total	0	0	4	0	3	1	0	0	0	5	0	13
	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	4
	0	0	4	0	3	5	0	0	2	5	0					19

Misdemeanor												
From Court	0	0	0	0	0	0	0	1	0	0	0	1
Reinstated	0	0	2	0	0	0	0	0	0	0	0	2
Other	0	0	0	0	3	0	0	0	0	0	0	3
Total	0	0	2	0	3	0	0	1	0	0	0	6

Cases Removed												
Felony												
Probation Revoked	0	1	1	0	0	3	0	1	3	0	0	9
Probation Terminated	1	0	2	0	0	2	0	0	0	0	1	6
Other	0	9	0	0	10	0	0	0	0	2	0	21
Total	1	10	3	0	10	5	0	2	3	2	1	37

Misdemeanor												
Probation Revoked	0	0	1	0	4	4	0	1	1	1	0	12
Probation Terminated	0	0	0	0	1	0	0	0	0	2	0	3
Other	0	4	0	0	0	0	0	1	2	2	0	9
Total	0	4	1	0	5	4	0	2	3	3	0	22

End of Month Case Load												
Felony	66	19	59	0	66	69	2	54	69	62	14	480
Misdemeanor	29	15	31	0	15	20	0	32	24	26	5	197
Courtesy Supervision	1	0	2	0	0	0	0	1	0	1	0	5
Total Cases	96	34	92	0	81	89	2	87	93	89	19	682
B.C.S. Total	95	34	90	0	81	89	2	86	93	88	19	677

Arrangement / Appointments												Total
Felony	3	1	3	0	3	4	0	5	3	1	0	23
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Hearing Referrals												
Felony	0	0	0	0	1	1	0	0	0	2	0	4
Misdemeanor	1	1	3	0	2	11	0	5	3	4	0	30
Total	4	2	6	0	6	16	0	10	6	7	0	57

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	0	3	0	0	3	0	4	0		0	10
Maximum	1	3	5	0	0	3	0	7	5	2	2	28
Regular	53	0	43	0	56	47	0	39	61	45	13	357
Minimum	16	15	15	0	1	13	0	15	8	14	1	98
Bank	0	5	2	0	0	3	0	4	1	0	0	15
Admin, Bank	26	11	24	0	24	20	2	18	18	0	3	146
TOTAL	96	34	92	0	81	89	2	87	93	61	19	654

In Process	0	2	0	0	0	1	0	1	0	0	0	4
Max. Available	1	1	5	0	0	2	0	6	5	2	2	24
Max. Supv. to Standard	1	1	5	0	0	2	0	5	5	2	2	23
%Max Sup. to Standard	100	100	100 n/a	n/a		100 n/a		83	100	100	100	96

Non-English Speaking

Spanish	3	0	1	0	74	0	0	1	0	1	0	80
Vietnamese	2	1	1	0	0	0	0	2	3	2	0	11
Korean	0	0	1	0	0	0	0	0	0	0	0	1
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	2	0	3	0	0	3	0	1	1	0	0	10
Total	7	1	6	0	74	3	0	4	4	3	0	102

CASE AUDITS

29

185

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

B.Davis, SPO

Month of: March, 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 198

Felonies 493

Arraignment Petitions:

Superior: 18

Hearing Petitions:

Superior: 14

Municipal: 15

Non English Speaking Clients: 104

Spanish: 82

Vietnamese: 12

Korean: 1

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 9

Total: 104

Number of Deputies with **Specialized Caseloads:** 8

Caseload Average: 83

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

1.5 PO's doing Batterer Program Certification

Performance Measures:

Case audits: 11 New cases from court: 29 Transfers from other units: 23

FVC DPO: Screened 90 police reports for probation information and forwarded appropriate reports; attended B.I.C., Death Review and Police/Victim Advocacy Committee, Women's Task Force and AWARE meetings. Also met with DFCS Program manager regarding exchange of information between agencies in DV/Child Abuse cases.

SPO attended DV Council, DV Council Executive Committee, Batterers Intervention, Court Systems, Officer Safety, Supervision Restructuring Committee, CPOC/VAWA Conference Committee and met with DFCS Program Manager regarding exchange of information between agencies in DV/Child Abuse cases.

The SPO and certification dpo's met with programs reviewed at last certification meeting regarding necessary corrections and program status.

Abbie Halden-Fick now out on maternity leave; one DPO remains on half-time medical accomodation. Unit has been assisted by Stefanie Burgett who is filling in on Certification of Programs.

Summary of Cases for:

B.Davis , SPO

Month: March

Year: 2000

	Hidalgo	McInemeyTrujillo	DiStella	Chavez	Abbott	Halden-FidMarin	Stephens	Clements	Brant	Total		
Beginning Case Load												
Felony	66	20	59	0	66	69	2	54	69	62	14	481
Misdemeanor	29	13	31	0	15	20	0	32	24	26	5	195
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	95	33	90	0	81	89	2	86	93	88	19	676
BCS Total	95	33	90	0	81	89	2	86	93	88	19	676
Cases Received												
Felony:												
From Court	0	12	1	0	5	2	0	1	0	1	1	23
Reinstated	0	0	0	0	0	0	0	0	0	1	0	1
Other	0	5	0	0	4	0	0	0	0	0	1	10
Total	0	17	1	0	9	2	0	1	0	2	2	34
Misdemeanor:												
From Court	0	5	0	0	0	0	0	0	0	1	0	6
Reinstated	0	0	0	0	0	1	0	0	0	1	0	2
Other	0	10	0	0	0	1	0	0	1	1	0	13
Total	0	15	0	0	0	2	0	0	1	3	0	21
Cases Removed												
Felony:												
Probation Revoked	0	1	0	0	4	1	0	1	2	1	0	10
Probation Terminated	1	0	0	0	1	0	0	1	0	1	0	4
Other	2	0	5	0	0	1	0	0	3	3	0	14
Total	3	1	5	0	5	2	0	2	5	5	0	28
Misdemeanor:												
Probation Revoked	1	1	4	0	0	1	0	1	2	1	0	11
Probation Terminated	2	2	1	0	1	0	0	1	0	0	0	7
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	3	3	5	0	1	1	0	2	2	1	0	18
End of Month Case Load												
Felony	63	36	55	0	70	69	2	53	64	59	16	487
Misdemeanor	26	25	26	0	14	21	0	30	23	28	5	198
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total Cases	90	62	83	0	84	90	2	84	87	88	21	691
B.C.S. Total	89	61	81	0	84	90	2	83	87	87	21	685
Arrangement Petitions												
Felony	3	0	1	0	7	1	0	2	2	2	0	18
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Petitions												
Felony	0	1	3	0	3	1	0	3	2	1	0	14
Misdemeanor	3	0	1	0	1	0	0	1	5	4	0	15
Total	6	1	5	0	11	2	0	6	9	7	0	47

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	9	2	0	2	1	0	3	0	0	2	19
Maximum	1	4	4	0	0	5	0	7	7	0	2	30
Regular	55	5	44	0	54	47	0	37	54	43	13	352
Minimum	13	13	13	0	4	14	0	15	7	15	1	95
Bank		4	1	0	1	3	0	4	1	6	0	20
Admin. Bank	21	27	19	0	23	20	2	18	18	24	3	175
TOTAL	90	62	83	0	84	90	2	84	87	88	21	691
In Process	0	1	1	0	0	1	0	3	2	0	1	9
Max. Available	1	2	3	0	0	4	0	4	5	0	1	20
Max. Supv. to Standard	1	2	3	0	0	4	0	3	4	0	1	18
%Max Sup. to Standard	100	100	100	#DIV/0!	#DIV/0!	100	#DIV/0!	75	80	#DIV/0!	100	90

Non-English Speaking

Spanish	3	0	0	0	77	0	0	1	0	1	0	82
Vietnamese	2	2	1	0	0	0	0	2	3	2	0	12
Korean	0	0	1	0	0	0	0	0	0	0	0	1
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	2	0	2	0	0	3	0	1	1	0	0	9
Total	7	2	4	0	77	3	0	4	4	3	0	104

CASE AUDITS 11

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: April 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 197

Felonies 462

Arrestment Petitions:
Superior: 12

Hearing Petitions:
Superior: 4

Municipal: 16

Non English Speaking Clients: 88

Spanish: 65

Vietnamese: 14

Korean:
Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 9

Total: 88

Number of Deputies with Specialized Caseloads: 11
Caseload Average: 83

Caseload average does not include caseload of PO at FVC
1 DPO at Family Violence Center

Performance Measures:

Case audits: 4 New cases from court: 26 Transfers from other units: 4

FVC DPO: Screened 219 police reports (34 domestic violence, 31 threat management, 154 child abuse) for probation information and forwarded appropriate reports; attended B.I.C., Death Review and AWARE meetings. Provided orientation for new FVC DPO beginning May 1, 2000.

SPC attended Death Review Committee, CPOC Preventing Violence Against Women Conference.

Summary of Cases for:

David H. Perez , SPO

Month: April

Year: 2000

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	PO Hidalgo	McInerney	Trujillo	DiStella	Chavez	Abbott	Halden	Fid. Marin	Stephena	Clements	Ernst	Total
Beginning Case Load												
Felony	63	36	55	0	70	69	2	53	64	59	16	487
Misdemeanor	26	25	28	0	14	21	0	30	23	28	5	198
Courtesy Supervision	1	1	2	0	0	0	0	1	0	1	0	6
Total	90	62	83	0	84	90	2	84	87	88	21	691
BCS Total	89	61	81	0	84	90	2	83	87	87	21	685

Cases Received												
Felony												
From Court	0	2	3	0	2	0		0	0	1	0	8
Reinstated	0	0	0	0	0	0	1	0	0	0	0	1
Other	0	8	0	0	0	0	1	0	0	1	0	10
Total	0	10	3	0	2	0	2	0	0	2	0	19

Misdemeanor												
From Court	0	1	2	0	3	0	0	2	0	0	0	8
Reinstated	0	0	1	0	0	0	0	0	0	0	0	1
Other	0	1	0	0	0	2	4	2	0	0	0	9
Total	0	2	3	0	3	2	4	4	0	0	0	18

37

Cases Removed												
Felony												
Probation Revoked	5	1	0	0	2	3	0	1	0	1	0	13
Probation Terminated	1	0	0	0	0	0	0	0	1	0	0	2
Other	7	0	0	0	17	3	0	2	0	0	0	29
Total	13	1	0	0	19	6	0	3	1	1	0	44

Misdemeanor												
Probation Revoked	1		0	0	0	2	0	2	0	0	0	5
Probation Terminated	1	0	0	0	0	1	0	0	0	0	0	2
Other	6	0	1	0	4	0	0	0	1	0	0	12
Total	8	0	1	0	4	3	0	2	1	0	0	19

End of Month Case Load												
Felony	50	45	58	0	53	63	4	50	63	60	16	462
Misdemeanor	18	27	28	0	13	20	4	32	22	28	5	197
Courtesy Supervision	2	1	2	0	0	0	1	1	0	1	0	8
Total Cases	70	73	88	0	66	83	9	83	85	89	21	667
B.C.S. Total	68	72	86	0	66	83	8	82	85	88	21	659

Arrests												
Felony	1	0	0	0	3	2	0	0	0	3	0	9
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Hearings												
Felony	0	2	0	0	0	1	0	1	0	0	0	4
Misdemeanor	1	2	0	0	1	2	0	2	6	2	0	16
Total	2	4	0	0	4	5	0	3	6	5	0	29

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	18	3	0	0	0	1	1	0	2	0	25
Maximum	0	2	2	0	0	5	2	11	7	0	3	32
Regular	48	12	49	0	49	43	1	34	56	48	15	353
Minimum	11	14	14	0	2	16	1	16	7	13	1	95
Bank	0	3	2	0	15	2	0	4	0	7	0	33
Admin. Bank	11	24	18	0	0	17	4	17	15	21	2	129
TOTAL	70	73	88	0	66	83	9	83	85	89	21	667
In Process	0	0	0	0	0	0	0	0	0	0	0	0
Max. Available	0	2	2	0	0	5	2	11	7	0	3	32
Max. Supv. to Standard	0	1	1	0	0	2	2	2	6	0	1	15
%Max Sup. to Standard	#DIV/0!	50	50	#DIV/0!	#DIV/0!	40	100	18	88	#DIV/0!	33	47
Non-English Speaking												
Spanish	2	1	1	0	59	0	0	1	0	1	0	65
Vietnamese	2	2	2	0	0	0	0	3	3	2	0	14
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	2	0	2	0	0	3	0	1	1	0	0	9
Total	6	3	5	0	59	3	0	5	4	3	0	88

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

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Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: May, 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 204

Felonyes 498

Arraignment Petitions:

Superior: 3

Hearing Petitions:

Superior: 12

Municipal: 3

Non English Speaking Clients: 108

Spanish: 86

Vietnamese: 13

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 9

Total: 108

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 71

**Caseload average does not include caseload of PO at FVC
1 DPO at Family Violence Center**

Performance Measures:

Case audits: 17

New cases from court: 34 Transfers from other units: 28

FVC DPO: Screened 204 Child Abuse cases for JPD and/or APD status; screened 42 DV cases for JPD and/or APD status; screened 35 Threat Management cases for JPD and/or APD status. Attended the following meetings: Child Abuse Symposium in San Jose; Victim/Survivor Advocacy Committee; SJ Mayor's DV Task Force @ S.J. City Hall; Women's Violence Task Force; Batterers Intervention Committee; Police/Victim Relations Committee.

SPO attended the following meetings: DV Council; Assessment Subcommittee Meeting; Officer Safety Committee; Supervision Restructuring Committee; Court Systems Committee; Batterers Intervention Committee; Death Review Committee; Police/Victims Relations Committee; APD Worksite Committee. Participated in "Field Day" special field operations event on May 24, 2000.

Summary of Cases for:
David H. Perez, SPO

Supervision III
Month May

Year: 2000

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	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LePak	Marin	McInerney	Thomas	Trujillo	Total
Beginning of Month	63	53	60	45	50	4	63	50	16	0	58	462
Felony	20	13	28	27	18	4	22	32	5	0	28	197
Misdemeanor	0	0	1	1	2	1	0	1	0	0	2	8
Courtesy Supervision	83	66	89	73	70	9	85	83	21	0	88	667
Total	83	66	88	72	68	8	85	82	21	0	86	659
BCS Total	83	66	88	72	68	8	85	82	21	0	86	659

From Court	0	0	0	1	1	8	1	0	0	13	1	25
Reinstated	1	1	1	2	2	0	0	0	0	1	0	8
Other	1	2	0	0	0	10	0	0	0	13	0	26
Total	2	3	1	3	3	18	1	0	0	27	1	59
From Court	0	0	0	0	0	2	0	0	0	6	1	9
Reinstated	0	0	2	0	0	0	0	0	0	1	0	3
Other	0	2	0	1	0	3	0	1	1	9	0	17
Total	0	2	2	1	0	5	0	1	1	16	1	29

Probation Revoked	1	2	1	0	0	1	0	1	0	0	0	6
Probation Terminated	1	0	2	0	1	0	0	1	0	0	0	5
Other	0	0	5	0	2	0	0	2	1	0	2	12
Total	2	2	8	0	3	1	0	4	1	0	2	23
Probation Revoked	0	1	3	2	0	0	2	1	0	1	1	11
Probation Terminated	0	0	2	2	0	0	0	0	0	0	0	4
Other	0	0	4	0	0	0	0	0	0	0	3	7
Total	0	1	9	4	0	0	2	1	0	1	4	22

End of Month Base Load	63	54	53	48	50	21	64	46	15	27	57	498
Felony	20	14	21	24	18	9	20	32	6	15	25	204
Misdemeanor	0	0	1	1	1	0	0	1	0	1	3	8
Courtesy Supervision	83	68	75	73	69	30	84	79	21	43	85	710
Total Cases	83	68	74	72	68	30	84	78	21	42	82	702
B.C.S. Total	83	68	74	72	68	30	84	78	21	42	82	702

Arrested	0	0	1	0	0	1	0	1	0	0	0	3
Felony	0	0	0	0	0	0	0	0	0	0	0	0
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Arrested	0	1	4	0	4	0	2	1	0	0	0	12
Felony	1	0	1	0	0	0	0	0	0	0	0	3
Misdemeanor	1	1	6	0	4	1	2	2	0	0	1	18
Total	1	1	6	0	4	1	2	2	0	0	1	18

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	0	0	10	2	3	1	2	0	5	2	25
Maximum	6	0	0	2	0	0	5	15	1	9	1	39
Regular	43	48	39	17	44	6	59	34	19	15	49	373
Minimum	14	5	16	13	7	5	8	14	0	2	15	99
Bank	2	0	5	3	3	1	0	4	0	0	2	20
Admin. Bank	18	15	15	28	13	15	11	10	1	12	16	154
TOTAL	83	68	75	73	69	30	84	79	21	43	85	710
In Process	0		0	0	0	0	0	3	0	0	0	3
Max. Available	6	0	5	2	0	0	5	12	1	8	1	40
Max. Supv. to Standard	3	0	1	2	0	0	4	8	0	8	1	27
%Max Sup. to Standard	50	#DIV/0!	20	100	#DIV/0!	#DIV/0!	80	67	0	100	100	68
Non-English Speaking												
Spanish	0	60	0	1	2	21	0	1	0	0	1	86
Vietnamese	0	0	2	2	2	0	3	2	0	0	2	13
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portuguese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	2	0	1	1	0	0	2	9
Total	3	60	2	3	6	21	4	4	0	0	5	108

CASE AUDIT3

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: June 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 203

Felonies 543

Arraignment Petitions:

Superior: 8

Hearing Petitions:

Superior: 7

Municipal: 10

Non English Speaking Clients: 88

Spanish: 97

Vietnamese: 14

Korean:

Hearing Impaired:

Iranian:

Portuguese:

Cambodian:

Other: 9

Total: 88

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 72.5

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 18

New cases from court: 17

Transfers from other units: 22

FVC DPO: Screened 156 police reports (37 domestic violence, 25 threat management, 94 child abuse) for probation information and forwarded appropriate reports. Attended Santa Clara County DV Council meeting; SJ Mayor's Task Force monthly meeting; Santa Clara County DV Council Retreat; Batterers Intervention Committee monthly meeting; Police-Victim Relations Committee monthly meeting; AWARE Committee bimonthly meeting. Met with Juvenile DV Task Force chaired by Judge Hyman. Presented on the Law Panel for SNBW's annual volunteer training.

SPO attended Death Review Committee, DV Council meeting, Juvenile DV Taskforce meeting chaired by Judge Hyman. SPO also attended Court Systems Committee meeting and gave a presentation regarding the Probation Department's protocols in terms of investigating and supervising DV cases, discussed Probation's role of certifying and monitoring batterers programs. SPO also attended day-long Greenbook Project meeting at the Wyndham Hotel in San Jose; and a facilitated community meeting with the Mountain View Police Department to discuss improving Mountain View's police response to DV cases. Also attended the following in-house meetings: Supervision Restructuring Committee meeting, Assessment Unit Subcommittee meeting and Worksite Committee meeting. Arranged with the program director of one of the batterers program providers to give a short training to the DV Unit during a unit meeting. SPO also provided a list of the DV Unit caseload to Dept. of Social Services to determine the number of clients that might qualify for a collaborative supervision effort; SPO met with Muriel Townsend and Evelyn Mendez and worked out a procedure to identify new cases that have an active or past juvenile DV record.

Summary of Cases for:
David H. Perez, SPO

Supervision III
Month June

Year: 2000

AS

	P.O.	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LePak	Marin	McInerney	Thomas	Trujillo	Total
Beginning Case Load													
Felony		63	54	53	48	50	21	64	46	15	27	57	498
Misdemeanor		20	14	21	24	18	9	20	32	6	15	25	204
Courtesy Supervision		0	0	1	1	1	0	0	1	0	1	3	8
Total		83	68	75	73	69	30	84	79	21	43	85	710
BCS Total		83	68	74	72	68	30	84	78	21	42	82	702
Cases Received													
From Court		0	0	1	2	1	6	0	0	0	7	0	17
Reinstated		0	0	0	0	0	1	1	1	0	0	0	3
Other		0	0	5	6	1	13	0	0	0	10	0	35
Total		0	0	6	8	2	20	1	1	0	17	0	55
Misdemeanor													
From Court		0	0	0	1	1	2	0	0	0	4	0	8
Reinstated		1	0	0	0	0	1	0	0	0	1	0	3
Other		0	0	0	0	0	0	0	0	0	0	0	0
Total		1	0	0	1	1	3	0	0	0	5	0	11
Case Revoked													
Probation Revoked		1	3	1	0	1	0	1	1	0	0	0	8
Probation Terminated		0	0	1	0	0	0	1	0	0	0	0	2
Other		0	0	0	0	0	0	0	0	0	0	0	0
Total		1	3	2	0	1	0	2	1	0	0	0	10
Misdemeanor													
Probation Revoked		1	0	3	1	0	0	1	1	0	0	1	8
Probation Terminated		1	0	0	1	0	0	1	0	0	0	1	4
Other		0	0	0	0	0	0	0	0	0	0	0	0
Total		2	0	3	2	0	0	2	1	0	0	2	12
End of Month Case Load													
Felony		62	51	57	56	51	41	63	46	15	44	57	543
Misdemeanor		19	14	18	23	19	12	18	31	6	20	23	203
Courtesy Supervision		0	0	0	0	0	0	0	0	0	0	0	0
Total Cases		81	65	75	79	70	53	81	77	21	64	80	746
B.C.S. Total		81	65	75	79	70	53	81	77	21	64	80	746
Administrative Reimbursements													
Felony		2	1	3	2	0	0	0	0	0	0	0	8
Misdemeanor		0	0	0	0	0	0	0	0	0	0	0	0
Hearing Petitions													
Felony		1	2	0	1	1	0	0	2	0	0	0	7
Misdemeanor		2	0	2	1	1	0	1	3	0	0	0	10
Total		5	3	5	4	2	0	1	5	0	0	0	25

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	0	1	7	2	2	0	0	0	7	1	20
Maximum	5	0	1	0	1	3	6	10	1	11	2	40
Regular	47	47	35	26	42	12	59	27	20	24	42	381
Minimum	13	4	15	12	9	16	6	19	0	0	19	113
Bank	1	0	6	3	2	1	0	9	0	2	2	26
Admin. Bank	15	14	17	31	14	19	10	12	0	20	14	166
TOTAL	81	65	75	79	70	53	81	77	21	64	80	746
In Process	0	0	0	0	0	0	0	0	0	0	0	0
Max. Available	5	0	1	0	1	3	6	10	1	10	2	39
Max. Supv. to Standard	5	0	1	0	1	3	6	10	1	7	2	36
%Max Sup. to Standard	100	#DIV/0!	100	#DIV/0!	100	100	100	100	100	70	100	92

Non-English Speaking

Spanish	0	57	0	1	2	34	1	1	0	0	1	97
Vietnamese	0	0	2	2	2	0	3	2	0	1	2	14
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	2	0	1	1	0	0	2	9
Total	3	57	2	3	6	34	5	4	0	1	5	120

CASE AUDITS

FY01

Sheriff's DV Protocol Revision Meeting

0
1
0
0
0

Division Meeting
Chavira
 5-28-03
 Dr. Pan for

Management Information Report Summary FY01

Month	Claimed	DPO	Meeting Attended by DPO	Meeting Attended by SPO
			DV Victim/survivor Advocacy Committee at Next Door Juvenile DV/ Family Violence Task Force Committee at JPD Update Probation Dept. Victim Resource List Bi-monthly AWARE/Cell Phone Committee	Update DV Supervision Protocols Certification Committee meeting
Jan-01		FVC DPO	Family Court Systems	Victim/ Survivor Advocacy Committee meeting Juvenile Domestic and Family Violence Taskforce Meeting
		FVC DPO	Santa Clara County Domestic Violence Council	Batterers Program Providers Meeting
		FVC.DPO	DV Victim/ Survivor Advocacy	Law Enforcement Protocol Meeting
		FVC DPO	Death Review Committee	Court Systems Committee Meeting
		FVC DPO	Juvenile DV Taskforce	Batterers Intervention Committee Meeting
		FVC DPO	Police / Victim Relations	Greenbook Subcommittee meeting
		FVC DPO	Santa Clara County Child Abuse Review Team	Police/ Victim Relations Committee meeting
		FVC DPO	2nd and final law enforcement Protocol meeting	Provided training on Probation DV Protocols for Community Solutions volunteers at St. Louise Hospital in Gilroy
		FVC DPO	Provided FVC/DV Probation training at Dept of Family and Children's Services, DV unit	
Feb-01		FVC DPO	Santa Clara County Domestic Violence Council	Santa clara County Domestic Violence Council
		FVC DPO	Family Court Systems	AWARE Committee
		FVC DPO	Batterers Intervention Committee meeting	Victim/Survivor Advocacy Committee
		FVC DPO	Police /Victim Relations Committee	Death Review Committee
		FVC DPO	AWARE/DV Cell Phone meeting	Batterers Intervention Committee
		FVC DPO	completed DV Investigators Course in San Diego	Court System Committee
			2 initial collaborative telephone contacts and 11 on going with DSS workers	conducted Training for Domestic Violence Protocols for Drug Treatment court Unit
		Cheryl Rivera 2/27/01	DV unit had 100% participation in a unit field operation	Revising DV Supervision Standards
Mar-01		FVC DPO	Santa Clara county Domestic Violence Council	Greenboook Committee at Radisson Hotel
			Police/Victim Relations Committee	Victim/Survivor Advocacy Committee
			Victim/survivor Advocacy Committee	Juvenile DV Taskforce
			Juvenile DV Taskforce	Greenboook project #6 meeting
			San Jose Mayor's DV Taskforce	Court Systems committee
			SCCCART Meeting at DFCS	Batterers Intervention Committee
			Met with PSC regarding DV Cell Phones at SJPD FVC	Death Review Committee
			SJPD Award Ceremony	Officer safety committee

Management Information Report Summary FY01

Month	Claimed	DPO	Meeting Attended by DPO	Meeting Attended by SPO
		Cheryl Rivera	Meeting Attended by DPO Met with SJPd SGT> Unland and Victim Advocacy regarding police-involved DV cases 9 contacts with Social Workers	Meeting Attended by SPO Police/Victim Relations Committee DV Providers meeting conducted 2 hours training on DV protocols as new DPO Orientation conducted a unit field operation
Apr-01		FVC DPO	Santa Clara county Domestic Violence Council AWARE meeting ANISAFE meeting at Humane Society SCCART meeting at DFCS Set up Family Violence Center Table for "Knowledge Fair" at West Valley College Set up Family Violence Center Table for "National Victim Rights Week" at County Building Participated in planning and implementation of "Unity Day" operation 7 on going contacts with Social Services Entire DV Unit met with Judge Chatman and Judge Brown to discuss Court and Probation protocols and procedures for DV cases	Santa Clara county Domestic Violence Council Victim/survivor Advocacy Committee Greenbook project #6 meeting Court Systems committee Batterers Intervention Committee Death Review Committee Unity Day operation
May-01		FVC DPO	Cheryl Rivera 4/10/03 Police/Victim Relations Committee Victim/survivor Advocacy Committee Juvenile DV Taskforce San Jose Mayor's DV Taskforce ANISAFE meeting at Humane Society Batterers Intervention committee Met with Mediator from Family court for APD DV Orientation Judicial Council DV conference in LA Assisted with SJPd hosted P.O.S.T. DV First Responder's Training Presented APD DV Protocol for advocates at FVC Rec'd Award from SJ City council for work on Cell phone program for victim of DV 9 contacts with Social Workers	Worksite Safety Committee Domestic Violence Council Victim/Survivor Advocacy Committee SB90 meeting with APD Accounting Batterers Intervention Committee Death Review Committee Greenbook Project #6 Meeting Conducted training for APD Investigation Sections on DV Protocols

Management Information Report Summary **FY01**

Month	Claimed	DPO	Meeting Attended by DPO	Meeting Attended by SPO
Jun-01		FVC DPO	<ul style="list-style-type: none"> Batterers Intervention committee Police/Victim Relations Committee Victim/survivor Advocacy Committee Juvenile DV Taskforce SCCART meeting at DFCS San Jose Mayor's DV Taskforce 2 Cell Phone Instructional Meeting at FVC 2 ongoing collaborative telephone contacts with DFCS 	<ul style="list-style-type: none"> Santa Clara county Domestic Violence Council Victim/Survivor Advocacy Committee Juvenile DV Taskforce Greenbook Project #6 Subcommittee Batterers Intervention Committee Court Systems committee DV Providers meeting Death Review Committee Police/victim Relations Committee Officer safety committee Conducted training in updates of DV Supervision Protocols for Supervision I unit meeting
		Cheryl Rivera 6/27/01	Unit field operation	

AS
Sup III
SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: July 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 296

Felonics 559

Arraignment Petitions:

Superior: 10

Hearing Petitions:

Superior: 5

Municipal: 8

Non English Speaking Clients: 163

Spanish: 136

Vietnamese: 17

Korean:

Hearing Impaired:

Iranian:

Portugese: 1

Cambodian:

Other: 9

Total: 163

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 83.4

Caseload average does not include caseload of PO at FVC
1 DPO at Family Violence Center

Performance Measures:

Case audits: 26

New cases from court: 38

Transfers from other units: 120

259

CC: Ramon Elam
6/17/03
264

FVC DPO: Screened 169 police reports (53 domestic violence, 37 threat management, 79 child abuse) for probation information and forwarded appropriate reports; attended Police/Victims Relations Committee monthly meeting and Bay Area DV Roundtable in Napa; met with Next Door Attorney C. Hassen; presented training to the APD Domestic Violence Unit on the use of the laptop computer in fieldwork.

SPO attended Juvenile Domestic Violence Taskforce meeting; Batterers Program Providers meeting; Bay Area DV Roundtable in Napa. SPO also conducted a training for the newer deputies, supervisors and the manager in Adult Presentence Investigation on investigation protocols and special considerations in dealing with domestic violence cases; SPO attended an interview by the California Judicial Council, at the request of Deputy Chief Gary Sanchez, to represent the domestic violence function; after conferring with Ken Borelli of DSS as well as Probation Manager Rita Loncarich and Deputy Chief Gary Sanchez, SPO implemented a procedure to identify new cases on an ongoing basis that involve supervision by both APD and DSS, and facilitate communication and collaborative supervision between APD and DSS.

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month July

Year: 2000

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerm	Rivera	Thomas	Trujillo	Total
Beginning Caseload												
Felony	62	51	57	56	51	41	63	15	46	44	57	543
Misdemeanor	19	14	18	23	19	12	18	6	31	20	23	203
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	81	65	75	79	70	53	81	21	77	64	80	746
BCS Total	81	65	75	79	70	53	81	21	77	64	80	746

From Court	0	2	1	3	5	5	0	0	1	5	0	22
Reinstated	3	0	0	1	0	1	0	0	0	0	0	5
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	3	2	1	4	5	6	0	0	1	5	0	27

From Court	0	2	0	0	4	2	4	0	1	1	2	16
Reinstated	2	0	1	0	1	1	0	0	1	0	0	6
Other	3	15	11	4	10	19	0	0	3	19	2	86
Total	5	17	12	4	15	22	4	0	5	20	4	108

Probation Revoked	0	2	0	2	1	0	0	0	0	0	1	6
Probation Terminated	0	0	0	0	1	0	1	0	0	0	3	5
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	2	0	2	2	0	1	0	0	0	4	11

Probation Revoked	2	0	1	3	1	0	2	0	2	0	0	11
Probation Terminated	0	0	0	1	1	0	1	0	1	0	0	4
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	0	1	4	2	0	3	0	3	0	0	15

Ending Caseload												
Felony	65	51	58	58	54	47	62	15	47	49	53	559
Misdemeanor	22	31	29	23	32	34	19	6	33	40	27	296
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	87	82	87	81	86	81	81	21	80	89	80	855
B.C.S. Total	87	82	87	81	86	81	81	21	80	89	80	855

Felony	1	1	2	0	2	0	0	2	0	1	1	10
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Felony	1	0	3	0	0	0	0	0	1	0	0	5
Misdemeanor	0	0	0	3	2	0	1	0	0	1	1	8
Total	2	1	5	3	4	0	1	2	1	2	2	23

FY 01

July '00 to
June '01

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	1	4	0	9	2	11	1	0	3	4	3	38
Maximum	5	0	2	4	1	3	3	1	9	10	3	41
Regular	46	48	32	26	43	17	56	18	29	34	41	390
Minimum	18	17	19	12	15	26	13	0	27	12	19	178
Bank	1	0	16	3	6	6	1	0	4	6	2	45
Admin. Bank	16	13	18	27	19	18	7	2	8	23	12	163
TOTAL	87	82	87	81	86	81	81	21	80	89	80	855
In Process	0	0	0	0	0	0	0	0	2	0	0	2
Max. Available	5	0	2	4	1	3	3	1	7	10	3	39
Max. Supv. to Standard	5	0	2	4	1	3	3	1	7	9	3	38
%Max Sup. to Standard	100	#DIV/0!	100	100	100	100	100	100	100	90	100	97

Non-English Speaking

Spanish	0	74	0	1	2	57	0	0	1	0	1	136
Vietnamese	0	0	2	2	3	0	3	0	3	2	2	17
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	1	0	0	0	0	0	0	0	0	0	1
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	2	0	1	0	1	0	2	9
Total	3	75	2	3	7	57	4	0	5	2	5	163

CASE AUDITS

26

ADULT PROBATION SERVICES
PROGRAM TREND DATA
CUMULATIVE THROUGH JULY, 2000

RLP

REFERRALS	MISDE- MEANOR	FELONY	DRUNK DRIVER	WAIVE	DIVER- SION	NON SUPP	TOTAL
INVESTIGATION	0	298	0	217	0	0	515
SOUTH COUNTY	0	0	0	0	0	0	0
NORTH COUNTY	0	13	0	23	0	0	36
TOTAL	0	311	0	240	0	0	551

PETITIONS	ARRAIGNMENT PETITIONS		HEARING PETITIONS		TOTAL
	FELONY	MISD	FELONY	MISD	
SOUTH COUNTY	16	0	0	8	24
NORTH COUNTY	13	0	7	17	37
SUPERVISION I	74	0	3	16	93
SUPERVISION II	47	0	19	25	91
SUPERVISION III	10	0	5	8	23
SUPERVISION IV	28	0	8	12	48
SUPERVISION V	24	0	5	12	41
SUPERVISION VI	40	0	2	9	51
SUBSTANCE ABUSE	0	0	0	204	204
INTENSIVE SUP.	7	0	2	1	10
EMP	0	0	0	0	0
CAP	1	0	0	0	1
GANG	0	7	0	5	12
TOTAL	260	7	51	317	635

INCLUDES 270'S

	<u>Admits</u>	<u>Rel/Parole</u>	<u>Failures</u>	<u>Escapes</u>
WK FURLOUGH	88	76	11	1
WRC	20	15	2	0

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: August 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors	293
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Felonies	584
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Arraignment Petitions:

Superior:	25
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Hearing Petitions:

Superior:	8
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Municipal:	16 - 4
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33 F

Non English Speaking Clients:

Spanish:	146
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Vietnamese:	22
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Korean:	
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Hearing Impaired:	
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Iranian:	
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Portugese:	
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Cambodian:	
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Other:	9
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Total:	177
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Number of Deputies with Specialized Caseloads: 11

Caseload Average: 85.8

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 28 New cases from court: 37 Transfers from other units: 30

FVC DPO: Screened police reports (42 domestic violence, 37 threat management, 38 child abuse) for probation information and forwarded appropriate reports; attended the following meetings: San Jose Mayor's DV Task Force; Victim/Survivor Advocacy; AWARE Committee; Batterers Intervention Committee; Police/Victim Relations Committee. Presented APD DV Protocols to Next Door staff members; met with Clothesline project manager for DV Conference t-shirt display; attended annual Threat Management Conference in Anaheim, CA

DPO Edna Thomas attended the City of Mountain View Town Meeting on Domestic Violence on August 16, 2000

SPO attended Victim/Survivor Advocacy Committee meeting; Certification Committee meeting

AS

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month August

Year: 2000

	PO Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LePak	McInerni	Rivera	Thomas	Trujillo	Total
Beginning Case Load												
Felony	65	51	58	58	54	47	62	15	47	49	53	559
Misdemeanor	22	31	29	23	32	34	19	6	33	40	27	296
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	87	82	87	81	86	81	81	21	80	89	80	855
BCS Total	87	82	87	81	86	81	81	21	80	89	80	855

Cases Received												
Felony												
From Court	0	3	0	5	1	2	4	0	4	1	4	24
Reinstated	0	1	0	1	0	1	0	0	0	0	0	3
Other	2	4	0	4	0	8	2	0	2	0	0	22
Total	2	8	0	10	1	11	6	0	6	1	4	49

Cases Received												
Felony												
From Court	0	3	0	3	2	2	2	0	1	0	0	13
Reinstated	0	0	0	0	0	0	0	0	0	0	2	2
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	3	0	3	2	2	2	0	1	0	2	15

Cases Removed												
Felony												
Probation Revoked	0	2	1	2	2	2	2	1	0	0	0	12
Probation Terminated	0	0	1	2	3	0	2	1	1	0	0	10
Other	0	0	0	0	2	0	0	0	0	0	0	2
Total	0	2	2	4	7	2	4	2	1	0	0	24

Misdemeanor												
Probation Revoked	0	0	1	1	0	1	3	0	0	2	2	10
Probation Terminated	1	0	1	1	0	1	0	0	2	0	2	8
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	0	2	2	0	2	3	0	2	2	4	18

End of Month Case Load												
Felony	67	57	56	64	48	56	64	13	52	50	57	584
Misdemeanor	21	34	27	24	34	34	18	6	32	38	25	293
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	88	91	83	88	82	90	82	19	84	88	82	877
B.C.S. Total	88	91	83	88	82	90	82	19	84	88	82	877

Assignments												
Felony	1	0	2	6	2	2	6	0	4	0	2	25
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Assignments												
Felony	0	1	1	3	0	0	0	1	0	1	1	8
Misdemeanor	2	0	1	1	1	1	3	0	2	2	3	16
Total	3	1	4	10	3	3	9	1	6	3	6	49

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	5	2	11	3	6	4	0	5	4	3	43
Maximum	5	1	2	3	2	3	3	1	5	7	5	37
Regular	50	44	30	35	42	21	42	16	29	35	43	387
Minimum	18	22	16	12	17	34	22	0	30	12	18	201
Bank	1	0	17	2	4	6	3	0	7	6	0	46
Admin. Bank	14	19	16	25	14	20	8	2	8	24	13	163
TOTAL	88	91	83	88	82	90	82	19	84	88	82	877
In Process	0	0	1	1	0	0	1	0	1	0	0	4
Max. Available	5	1	1	2	2	3	1	1	4	6	5	31
Max. Supv. to Standard	4	1	1	2	2	0	1	1	3	6	4	25
%Max Sup. to Standard	80	100	100	100	100	0	100	100	75	100	80	81

Non-English Speaking

Spanish	0	81	0	0	1	62	0	0	1	0	1	148
Vietnamese	0	0	2	3	4	0	3	0	5	2	3	22
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	1	0	1	0	2	0	2	9
Total	3	81	2	3	6	62	4	0	8	2	6	177

CASE AUDITS

ADULT PROBATION SERVICES
PROGRAM TREND DATA
CUMULATIVE THROUGH AUGUST 2000

RLP

REFERRALS	MISDE- MEANOR	FELONY	DRUNK DRIVER	WAIVE	DIVER- SION	NON- SUPP	TOTAL
INVESTIGATION	0	637	0	526	0	0	1163
SOUTH COUNTY	0	0	0	0	0	0	0
NORTH COUNTY	0	40	0	61	0	0	101
TOTAL	0	677	0	587	0	0	1264

PETITIONS	ARRAIGNMENT PETITIONS		HEARING PETITIONS		TOTAL
	FELONY	MISD	FELONY	MISD	
SOUTH COUNTY	53	3	5	22	83
NORTH COUNTY	40	0	12	37	89
SUPERVISION I	158	0	9	38	205
SUPERVISION II	90	0	39	47	176
SUPERVISION III	35	0	13	24	72
SUPERVISION IV	64	0	14	26	104
SUPERVISION V	53	0	14	21	88
SUPERVISION VI	119	0	3	15	137 INCLUDES 270'S
SUBSTANCE ABUSE	0	0	0	463	463
INTENSIVE SUP.	22	0	5	1	28
EMP	0	0	0	0	0
CAP	2	0	0	0	2
GANG	0	7	0	5	12
TOTAL	636	10	114	699	1459

	<u>Admits</u>	<u>Rel/Parole</u>	<u>Failures</u>	<u>Escapes</u>
WK FURLOUGH	182	146	15	1
WRC	34	35	2	0

ADULT PROBATION SERVICES
PROGRAM TREND DATA
AUGUST 2000

REFERRALS	MISDE- MEANOR	FELONY	DRUNK DRIVER	WAVE	DIVER- SION	NON- SUPP	TOTAL
INVESTIGATION	0	339	0	309	0	0	648
SOUTH COUNTY	0	0	0	0	0	0	0
NORTH COUNTY	0	27	0	38	0	0	65
TOTAL	0	366	0	347	0	0	713

PETITIONS	ARRAIGNMENT PETITIONS		HEARING PETITIONS		TOTAL
	FELONY	MISD	FELONY	MISD	
SOUTH COUNTY	37	3	5	14	59
NORTH COUNTY	27	0	5	20	52
SUPERVISION I	84	0	6	22	112
SUPERVISION II	43	0	20	22	85
SUPERVISION III	25	0	8	16	49
SUPERVISION IV	36	0	6	14	56
SUPERVISION V	29	0	9	9	47
SUPERVISION VI	79	0	1	6	86 INCLUDES 270'S
SUBSTANCE ABUSE	0	0	0	259	259
INTENSIVE SUP.	15	0	3	0	18
EMP	0	0	0	0	0
CAP	1	0	0	0	1
GANG	0	0	0	0	0
TOTAL	376	3	63	382	824

	<u>Admits</u>	<u>Rel/Parole</u>	<u>Failures</u>	<u>Escapes</u>	<u>ADP</u>
WK FURLOUGH	94	70	4	0	223
WRC	14	20	0	0	53

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: September 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 284

Felonies 589

Arraignment Petitions:

Superior: 17

Hearing Petitions:

Superior: 6

Municipal: 19 — M

Non English Speaking Clients:

Spanish: 144

Vietnamese: 23

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 10

Total: 177

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 85.3

Caseload average does not include caseload of PO at FVC
1 DPO at Family Violence Center

Performance Measures:

Case audits: 43

New cases from court: 26

Transfers from other units: 13

FVC DPO: Screened 154 police reports (52 domestic violence, 39 threat management, 63 child abuse) for probation information and forwarded appropriate reports. Attended 3 Clothesline Project Display meetings; San Jose Mayor's DV Task Force Committee Meeting; Victim/Survivor Advocacy Committee meeting; monthly Juvenile Domestic and Family Violence Court meeting; Police/Victim Relations Committee meeting. Presented APD DV Protocols at Next Door new hire training.

SPO attended Victim/Survivor Advocacy Committee meeting; Juvenile Domestic and Family Violence Taskforce meeting; Court Systems Committee meeting; Mountain View Police Department Town Meeting to discuss response to DV cases. Gave two-hour presentation on department DV Protocols to recently-hired DPO's for New DPO Orientation.

Other activities: Some members of the DV Unit and the Intensive Supervision Unit as well as both SPO's participated in a special search operation which took place on September 14, 2000. DPO Cheryl Rivera and DPO Paul LePak attended the Bay Area DV Roundtable meeting in Contra Costa County. DPO Tim Clements attended the APD Officer Safety Committee meeting while working out of class.

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month September

Year: 2000

	EO Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LePak	McInem	Rivera	Thomas	Trujillo	Total
Beginning Case Load												
Felony	67	57	56	64	48	56	64	13	52	50	57	584
Misdemeanor	21	34	27	24	34	34	18	6	32	38	25	293
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	88	91	83	88	82	90	82	19	84	88	82	877
BCS Total	88	91	83	88	82	90	82	19	84	88	82	877

From Court	0	4	2	0	3	3	1	1	3	0	3	20
Reinstated	0	0	0	0	0	0	1	0	0	0	0	1
Other	0	0	1	0	2	1	1	0	1	0	2	8
Total	0	4	3	0	5	4	3	1	4	0	5	29

From Court	0	0	1	0	1	0	2	0	1	0	1	6
Reinstated	1	0	1	0	1	0	1	0	0	0	0	4
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	0	2	0	2	0	3	0	1	0	1	10

Probation Revoked	2	0	3	2	0	1	2	0	1	1	4	16
Probation Terminated	0	0	1	0	2	0	0	0	0	0	0	3
Other	0	4	0	0	0	0	0	0	0	1	0	5
Total	2	4	4	2	2	1	2	0	1	2	4	24

Probation Revoked	0	1	3	0	1	2	0	0	1	0	2	10
Probation Terminated	2	2	0	0	1	0	0	0	4	0	0	9
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	3	3	0	2	2	0	0	5	0	2	19

Felony	65	57	55	62	51	59	65	14	55	48	58	589
Misdemeanor	20	31	26	24	34	32	21	6	28	38	24	284
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	85	88	81	86	85	91	86	20	83	86	82	873
B.C.S. Total	85	88	81	86	85	91	86	20	83	86	82	873

Felony	2	0	1	1	0	0	4	1	1	3	4	17
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Felony	0	1	1	1	0	0	1	0	0	0	2	6
Misdemeanor	1	3	3	0	1	4	1	0	0	2	4	19
Total	3	4	5	2	1	4	6	1	1	5	10	42

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	3	1	4	2	0	1	1	6	5	2	25
Maximum	6	1	2	4	3	4	3	1	7	7	5	43
Regular	45	43	36	39	37	17	41	15	25	38	36	372
Minimum	18	22	12	13	18	37	25	0	30	15	24	214
Bank	1	0	18	2	7	9	1	0	7	6	1	52
Admin. Bank	15	19	12	24	18	24	15	3	8	15	14	167
TOTAL	85	88	81	86	85	91	86	20	83	86	82	873
In Process	1	0	0	0	0	0	0	0	2	1	1	5
Max. Available	6	1	2	4	3	4	3	1	4	6	4	38
Max. Supv. to Standard	6	1	2	3	2	3	2	1	2	6	4	32
%Max Sup. to Standard	100	100	100	75	67	75	67	100	50	100	100	84
Non-Eng'ish Speaking												
Spanish	0	79	0	0	1	62	0	0	1	0	1	144
Vietnamese	0	0	1	3	4	0	4	0	6	2	3	23
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	2	0	1	0	2	0	2	10
Total	3	79	1	3	7	62	5	0	9	2	6	177
CASE AUDITS	7	1	2	4	3	4	3	1	6	7	5	43

ADULT PROBATION SERVICES
PROGRAM TREND DATA
CUMULATIVE THROUGH SEPTEMBER 2000

RLP

REFERRALS	MISDE- MEANOR	FELONY	DRUNK DRIVER	WAIVE	DIVER- SION	NON- SUPP	TOTAL
INVESTIGATION	0	986	0	913	0	0	1899
SOUTH COUNTY	0	0	0	0	0	0	0
NORTH COUNTY	0	59	0	80	0	0	139
TOTAL	0	1045	0	993	0	0	2038

PETITIONS	ARRAIGNMENT PETITIONS		HEARING PETITIONS		TOTAL
	FELONY	MISD	FELONY	MISD	
SOUTH COUNTY	73	3	9	42	127
NORTH COUNTY	60	0	18	64	142
SUPERVISION I	242	0	15	54	311
SUPERVISION II	146	0	56	74	276
SUPERVISION III	52	0	19	43	114
SUPERVISION IV	93	0	20	38	151
SUPERVISION V	81	0	16	39	136
SUPERVISION VI	154	0	3	19	176 INCLUDES 270'S
SUBSTANCE ABUSE	0	0	0	706	706
INTENSIVE SUP.	29	0	8	2	39
EMP	0	0	0	0	0
CAP	2	0	0	0	2
GANG	0	7	0	5	12
TOTAL	932	10	164	1086	2192

	<u>Admits</u>	<u>Rel/Parole</u>	<u>Failures</u>	<u>Escapes</u>
WK FURLOUGH	182	146	15	1
WRC	34	35	2	0

RLP

ADULT PROBATION SERVICES
PROGRAM TREND DATA
SEPTEMBER 2000

REFERRALS	MISDE- MEANOR	FELONY	DRUNK DRIVER	WAIVE	DIVER- SION	NON- SUPP	TOTAL
INVESTIGATION	0	349	0	387	0	0	736
SOUTH COUNTY	0	0	0	0	0	0	0
NORTH COUNTY	0	19	0	19	0	0	38
TOTAL	0	368	0	406	0	0	774

PETITIONS	ARRAIGNMENT PETITIONS		HEARING PETITIONS		TOTAL
	FELONY	MISD	FELONY	MISD	
SOUTH COUNTY	20	0	4	20	44
NORTH COUNTY	20	0	6	27	53
SUPERVISION I	84	0	6	16	106
SUPERVISION II	56	0	17	27	100
SUPERVISION III	17	0	6	19	42
SUPERVISION IV	29	0	6	12	47
SUPERVISION V	28	0	2	18	48
SUPERVISION VI	35	0	0	4	39 INCLUDES 270'S
SUBSTANCE ABUSE	0	0	0	243	243
INTENSIVE SUP.	7	0	3	1	11
EMP	0	0	0	0	0
CAP	0	0	0	0	0
GANG	0	0	0	0	0
TOTAL	296	0	50	387	733

	Admits	Rel/Parole	Failures	Escapes	ADP
WK FURLOUGH	81	71	2	1	232
WRC	22	15	3	0	51

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: October 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 280

Felonies 593

Arraignment Petitions:

Superior: 17

Hearing Petitions:

Superior: 8

Municipal: 30 - M

Non English Speaking Clients:

Spanish: 149

Vietnamese: 24

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 10

Total: 183

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 85.5

Caseload average does not include caseload of PO at FVC
1 DPO at Family Violence Center

Performance Measures:

Case audits: 2

New cases from court: 17

Transfers from other units: 9

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: October 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors **280**

Felonies **593**

Arraignment Petitions: 10/00
Superior: 17

Hearing Petitions:
Superior: 8

Municipal: 30

Non English Speaking Clients:

Spanish: 149
Vietnamese: 24
Korean:
Hearing Impaired:
Iranian:
Portugese:
Cambodian:
Other: 10
Total: **183**

Number of Deputies with Specialized Caseloads: **11**
Caseload Average: **85.5**

Caseload average does not include caseload of PO at FVC
1 DPO at Family Violence Center

Performance Measures:

Case audits: 2 New cases from court: 17 Transfers from other units: 9

Summary of Cases for:

SUPERVISION III

David H. Perez, SPO

Month October

Year: 2000

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LePak	McInerney	Rivera	Thomas	Trujillo	Total
Felony	65	57	55	62	51	59	65	14	55	48	58	589
Misdemeanor	20	31	26	24	34	32	21	6	28	38	24	284
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	85	88	81	86	85	91	86	20	83	86	82	873
BCS Total	85	88	81	86	85	91	86	20	83	86	82	873

From Court	1	2	1	1	1	2	0	0	1	0	2	11
Reinstated	0	0	0	0	0	1	0	0	0	0	0	1
Other	0	0	3	1	0	0	1	0	0	1	0	6
Total	1	2	4	2	1	3	1	0	1	1	2	18

From Court	0	1	4	0	0	0	0	0	1	0	0	6
Reinstated	0	0	0	1	0	2	0	0	0	0	0	3
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	1	4	1	0	2	0	0	1	0	0	9

Probation Revoked	2	1	1	1	0	0	0	1	0	0	0	6
Probation Terminated	0	0	0	1	0	0	1	0	1	0	0	3
Other	0	0	0	0	1	1	0	1	2	0	0	5
Total	2	1	1	2	1	1	1	2	3	0	0	14

Probation Revoked	2	0	0	0	0	0	0	0	0	0	1	3
Probation Terminated	0	1	0	0	1	1	0	0	1	0	0	4
Other	0	1	0	0	2	0	0	0	1	0	2	6
Total	2	2	0	0	3	1	0	0	2	0	3	13

Felony	64	58	58	62	51	61	65	12	53	49	60	593
Misdemeanor	18	30	30	25	31	33	21	6	27	38	21	280
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	82	88	88	87	82	94	86	18	80	87	81	873
B.C.S. Total	82	88	88	87	82	94	86	18	80	87	81	873

Felony	2	3	2	1	1	3	2	0	2	1	0	17
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Felony	0	0	0	0	0	0	3	0	1	2	2	8
Misdemeanor	3	6	5	3	2	1	1	0	3	2	4	30
Total	5	9	7	4	3	4	6	0	6	5	6	55

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	1	3	2	1	1	1	0	2	4	0	15
Maximum	7	1	3	3	3	5	4	0	3	6	5	40
Regular	48	42	29	43	38	16	44	16	27	40	46	389
Minimum	16	24	19	13	18	41	24	0	28	17	20	220
Bank	1	0	18	3	9	11	0	0	8	6	1	57
Admin. Bank	10	20	16	23	13	20	13	2	12	14	9	152
TOTAL	82	88	88	87	82	94	86	18	80	87	81	873
In Process	1	0	0	1	0	1	0	0	0	1	0	4
Max. Available	7	1	3	1	3	4	4	0	3	5	5	36
Max. Supv. to Standard	6	1	3	1	3	4	4	0	3	5	5	35
%Max Sup. to Standard	86	100	100	100	100	100	100	#DIV/0!	100	100	100	97

Non-English Speaking

Spanish	0	79	0	0	1	67	0	0	1	0	1	149
Vietnamese	1	0	1	3	4	0	4	0	6	2	3	24
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	2	0	1	0	2	0	2	10
Total	4	79	1	3	7	67	5	0	9	2	6	183

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: December 2000

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors **272**

Felonies **609**

Arraignment Petitions:

Superior: 21

Hearing Petitions:

Superior: 5

Municipal: 7

Non English Speaking Clients:

Spanish: 143

Vietnamese: 23

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 9

Total: **175**

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 86.1

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 8

New cases from court: 18

Transfers from other units: 7

Summary of Cases for:
David H. Perez, SPO

Supervision III

Month November

Year: 2000

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
Felony	64	58	58	62	51	61	65	12	53	49	60	593
Misdemeanor	18	30	30	25	31	33	21	6	27	38	21	280
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	82	88	88	87	82	94	86	18	80	87	81	873
BCS Total	82	88	88	87	82	94	86	18	80	87	81	873

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
From Court	5	2	1	0	0	0	2	3	3	1	3	20
Reinstated	1	1	0	0	0	0	0	0	0	1	0	3
Other	1	0	0	1	0	0	0	0	4	0	2	8
Total	7	3	1	1	0	0	2	3	7	2	5	31

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
From Court	1	0	1	0	1	0	0	0	0	1	4	8
Reinstated	2	2	0	0	1	0	0	0	1	1	0	7
Other	1	0	0	0	0	0	0	0	3	0	2	6
Total	4	2	1	0	2	0	0	0	4	2	6	21

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
Probation Revoked	1	1	1	1	0	3	0	0	3	2	5	17
Probation Terminated	0	1	0	1	0	0	0	0	0	0	0	2
Other	0	1	2	0	0	0	0	1	0	2	0	6
Total	1	3	3	2	0	3	0	1	3	4	5	25

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
Probation Revoked	0	2	1	1	1	2	0	0	2	1	1	11
Probation Terminated	1	0	0	1	0	2	0	0	2	0	1	7
Other	0	0	3	0	0	1	1	0	0	1	0	6
Total	1	2	4	2	1	5	1	0	4	2	2	24

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
Felony	70	58	56	61	51	58	67	14	57	47	60	599
Misdemeanor	21	30	27	23	32	28	20	6	27	38	25	277
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	91	88	83	84	83	86	87	20	84	85	85	876
B.C.S. Total	91	88	83	84	83	86	87	20	84	85	85	876

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
Felony	2	3	0	2	0	1	0	1	2	5	2	18
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

	Abbott	Chavez	Clement	Favorito	Flaherty	Gonzalez	LaPak	McInerney	Rivera	Thomas	Trujillo	Total
Felony	0	0	0	1	0	1	0	0	0	0	1	3
Misdemeanor	1	0	2	0	1	1	1	0	2	3	1	12
Total	3	3	2	3	1	3	1	1	4	8	4	33

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	10	1	22	11	17	9	6	0	24	13	0	113
Maximum	3	1	0	0	2	2	1	1	0	3	0	13
Regular	15	13	32	18	10	22	25	38	1	11	0	185
Minimum	60	60	72	69	92	86	62	53	78	88	0	720
Bank	28	18	26	17	16	14	10	26	31	27	0	213
Admin. Bank	19	35	36	27	47	38	23	50	34	21	0	330
TOTAL	135	128	188	142	184	171	127	168	168	163	0	1574

In Process	0	0	0	0	0	0	0	0	0	0	0	0
Max. Available	3	1	0	0	2	0	1	1	0	3	0	11
Max. Supv. to Standard	3	1	0	0	2	0	1	1	0	3	0	11
%Max Sup. to Standard	100	100	#DIV/0!	#DIV/0!	100	#DIV/0!	100	100	#DIV/0!	100	#DIV/0!	100

Non-English Speaking

Spanish	1	0	0	2	2	1	1	5	4	3	0	19
Vietnamese	0	0	2	0	0	1	1	0	0	0	0	4
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	2	0	2
Total	1	0	2	2	2	2	2	5	4	5	0	25

CASE AUDITS

28

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month December

Year: 2000

	Abbott	Butler	Chavez	Favorito	Franco	Gonzalez	LaPak	McInerny	Rivera	Thomas	Trujillo	Total
Felony	70	51	58	61	56	58	67	14	57	47	60	599
Misdemeanor	21	32	30	23	27	28	20	6	27	38	25	277
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	91	83	88	84	83	86	87	20	84	85	85	876
BCS Total	91	83	88	84	83	86	87	20	84	85	85	876

From Court	0	2	0	1	2	3	0	0	2	5	1	16
Reinstated	0	0	1	0	0	0	0	0	0	0	0	1
Other	2	0	0	1	2	0	2	0	1	1	0	9
Total	2	2	1	2	4	3	2	0	3	6	1	26

From Court	0	0	0	1	0	1	0	0	0	0	0	2
Reinstated	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	1	0	0	0	0	0	2

Probation Revoked	0	2	1	0	0	0	1	0	3	1	0	8
Probation Terminated	0	1	0	0	1	0	2	0	2	0	0	6
Other	0	0	2	0	0	0	0	0	0	0	0	2
Total	0	3	3	0	1	0	3	0	5	1	0	16

Probation Revoked	0	0	1	0	0	0	2	0	0	0	0	3
Probation Terminated	1	0	0	0	1	0	0	0	0	0	0	2
Other	0	0	2	0	0	0	0	0	0	0	0	2
Total	1	0	3	0	1	0	2	0	0	0	0	7

Felony	72	50	56	63	59	61	66	14	55	52	61	609
Misdemeanor	20	32	27	24	26	29	18	6	27	38	25	272
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	92	82	83	87	85	90	84	20	82	90	86	881
B.C.S. Total	92	82	83	87	85	90	84	20	82	90	86	881

Felony	3	4	2	2	2	1	0	1	2	1	3	21
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Felony	0	0	2	1	0	1	0	0	0	1	0	5
Misdemeanor	2	0	2	0	2	0	0	0	1	0	0	7
Total	5	4	6	3	4	2	0	1	3	2	3	33

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	2	0	2	2	3	3	2	2	5	1	22
Maximum	6	2	2	2	2	1	5	0	2	3	4	29
Regular	54	36	45	51	31	17	37	15	27	59	57	429
Minimum	15	22	20	12	25	39	26	0	33	7	11	210
Bank	2	10	1	2	10	11	2	0	6	3	1	48
Admin. Bank	15	10	15	18	15	19	11	3	12	13	12	143
TOTAL	92	82	83	87	85	90	84	20	82	90	86	881
In Process	0	0	0	0	0	0	1	0	1	0	0	2
Max. Available	6	2	2	2	2	1	4	0	1	3	4	27
Max. Supv. to Standard	6	2	2	2	2	1	3	0	1	3	4	26
%Max St. p. to Standard	100	100	100	100	100	100	75	#DIV/0!	100	100	100	96
Non-English Speaking												
Spanish	0	1	73	0	0	66	0	0	1	0	2	143
Vietnamese	1	4	0	3	1	0	3	0	6	2	3	23
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	2	0	0	0	0	1	0	1	0	2	9
Total	4	7	73	3	1	66	4	0	8	2	7	175

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: December 2001

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 262

Felonies 623

Arraignment Petitions:

Superior: 20

Hearing Petitions:

Superior: 3

Municipal: 25

Non English Speaking Clients:

Spanish: 137

Vietnamese: 22

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 8

Total: 167

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 86.6

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 37 New cases from court: 25 Transfers from other units: 18

FVC DPO: Screened 298 police reports (42 domestic violence, 59 threat management, 197 child abuse) for probation information and forwarded appropriate reports. Attended the following meetings: Family Court Systems; Santa Clara County Domestic Violence Council; DV Victim/Survivor Advocacy; Death Review Committee; Juvenile DV Taskforce; Police/Victim Relations; Santa Clara County Child Abuse Review Team. Also attended second and final Law Enforcement Protocol Meetings. Provided FVC/DV Probation training at Dept. of Family and Children's Services, DV Unit.

SPO attended the following meetings: Victim/Survivor Advocacy Committee meeting; Juvenile Domestic and Family Violence Taskforce meeting; Batterers Program Providers Meeting; Law Enforcement Protocol meeting; Court Systems Committee meeting; Batterers Intervention Committee Meeting; Greenbook Subcommittee meeting; Police/Victim Relations Committee meeting; Worksite Safety Subcommittee meeting; Supervision Restructuring Committee meeting. SPO also provided evening training on Probation DV Protocols for Community Solutions volunteers at St. Louise Hospital in Gilroy.

Several members of the Domestic Violence Unit participated in a special urine testing field operation, post Superbowl.

Summary of Cases for:

Supervision III

David H. Perez, SPO

Month January

Year: 2001

	Abbott	Butler	Chavez	Favorito	Franco	Gonzalez	LePak	McInerny	Rivera	Thomas	Trujillo	Total
Felony	72	50	56	63	59	61	66	14	55	52	61	609
Misdemeanor	20	32	27	24	26	29	18	6	27	38	25	272
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	92	82	83	87	85	90	84	20	82	90	86	881
BCS Total	92	82	83	87	85	90	84	20	82	90	86	881

From Court	2	1	5	1	0	1	3	0	3	2	1	19
Reinstated	0	1	1	0	1	0	0	0	0	1	1	5
Other	2	4	0	2	4	5	3	0	2	0	2	24
Total	4	6	6	3	5	6	6	0	5	3	4	48

From Court	2	0	0	1	1	1	3	0	2	0	0	10
Reinstated	0	0	0	1	0	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	0	0	2	1	1	3	0	2	0	0	11

Probation Revoked	2	2	6	5	1	1	3	1	1	0	3	25
Probation Terminated	1	0	1	2	1	0	1	0	0	0	0	6
Other	0	0	2	0	0	0	0	0	0	1	0	3
Total	3	2	9	7	2	1	4	1	1	1	3	34

Probation Revoked	0	0	4	2	2	2	2	0	1	1	1	15
Probation Terminated	0	1	1	0	2	1	0	0	0	0	1	6
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	1	5	2	4	3	2	0	1	1	2	21

Felony	73	54	53	59	62	66	68	13	59	54	62	623
Misdemeanor	22	31	22	24	23	27	19	6	28	37	23	262
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	95	85	75	83	85	93	87	19	87	91	85	885
B.C.S. Total	95	85	75	83	85	93	87	19	87	91	85	885

Felony	0	2	3	7	0	0	2	1	3	1	1	20
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Felony	0	0	0	0	0	0	0	0	0	2	1	3
Misdemeanor	2	0	2	5	2	2	5	1	3	1	2	25
Total	2	2	5	12	2	2	7	2	6	4	4	48

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	1	1	1	4	2	3	7	0	4	3	1	27
Maximum	6	2	2	2	3	1	5	3	1	5	5	35
Regular	53	37	44	50	29	20	33	14	26	60	50	416
Minimum	14	25	16	10	23	40	24	0	29	7	11	199
Bank	2	9	0	1	15	11	2	0	7	3	1	51
Admin. Bank	19	11	12	16	13	18	16	2	20	13	17	157
TOTAL	95	85	75	83	85	93	87	19	87	91	85	885
In Process	0	0	0	0	0	0	0	0	0	3	0	3
Max. Available	6	2	2	2	3	1	5	3	1	2	5	32
Max. Supv. to Standard	6	2	2	2	3	1	5	2	1	2	5	31
%Max Sup. to Standard	100	100	100	100	100	100	100	67	100	100	100	97

Non-English Speaking

Spanish	0	2	63	0	1	68	0	0	1	0	2	137
Vietnamese	1	4	0	3	1	0	2	0	6	2	3	22
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	1	0	0	0	0	1	0	1	0	2	8
Total	4	7	63	3	2	68	3	0	8	2	7	167

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION**Management Information Report**

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: February 2001

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 233

Felonies 654

Arraignment Petitions:

Superior: 25

Hearing Petitions:

Superior: 6

Municipal: 26

Non English Speaking Clients:

Spanish: 141

Vietnamese: 17

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 9

Total: 167

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 86.7

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 5

New cases from court: 30

Transfers from other units: 14

FVC DPO: Screened 337 police reports (55 domestic violence, 69 threat management, 213 child abuse) for probation information and forwarded appropriate reports. Attended the following meetings: Santa Clara County Domestic Violence Council, Family Court Systems, Batterers Intervention Committee, Police/Victim Relations Committee. Chaired bi-monthly AWARE/DV Cell Phone meeting. Completed DV Investigators Course (POST Cert) in San Diego.

SPO attended the following meetings: Santa Clara County Domestic Violence Council, AWARE Committee, Victim/Survivor Advocacy Committee, Death Review Committee, Batterers Intervention Committee, Court Systems Committee. Conducted training session in departmental Domestic Violence Protocols for Drug Treatment Court Unit. Also continued process of revising the department's DV Supervision Standards and asked for feedback from other SPO's.

DPO Cheryl Rivera had a total of 2 initial collaborative telephone contacts and 11 ongoing collaborative telephone contacts with DSS workers who share cases in common with probation.

On February 27, 2001, Supervision Unit 3 had 100% participation in a unit field operation in which a number of field contacts were conducted, one of which resulted in an arrest.

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month February

Year: 2001

	Abbott	Butler	Chavez	Favorito	Franco	Gonzalez	LePak	McNem	Rivera	Thomas	Trujillo	Total
Felony	73	54	53	59	62	66	68	13	59	54	62	623
Misdemeanor	22	31	22	24	23	27	19	6	28	37	23	262
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	95	85	75	83	85	93	87	19	87	91	85	885
BCS Total	95	85	75	83	85	93	87	19	87	91	85	885

From Court	0	3	1	5	5	2	4	1	2	0	4	27
Reinstated	0	0	1	1	0	2	1	0	2	1	2	10
Other	0	6	1	7	0	0	0	0	3	0	2	19
Total	0	9	3	13	5	4	5	1	7	1	8	56

From Court	0	1	0	0	1	1	0	0	0	0	0	3
Reinstated	0	2	0	2	0	1	1	0	1	0	1	8
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	3	0	2	1	2	1	0	1	0	1	11

Probation Revoked	2	2	1	6	1	2	0	0	4	0	4	22
Probation Terminated	1	0	0	0	0	0	0	0	1	1	0	3
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	3	2	1	6	1	2	0	0	5	1	4	25

Probation Revoked	1	7	1	2	1	3	0	0	3	3	3	24
Probation Terminated	0	1	1	2	0	1	2	0	1	0	1	9
Other	1	0	0	0	1	3	1	0	0	1	0	7
Total	2	8	2	4	2	7	3	0	4	4	4	40

Felony	70	61	55	66	66	68	73	14	61	54	66	654
Misdemeanor	20	26	20	22	22	22	17	6	25	33	20	233
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	90	87	75	88	88	90	90	20	86	87	86	887
B.C.S. Total	90	87	75	88	88	90	90	20	86	87	86	887

Felony	6	3	0	3	2	3	0	0	2	3	3	25
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Felony	1	1	0	0	0	0	2	0	0	0	2	6
Misdemeanor	0	7	2	0	3	2	2	0	2	4	4	26
Total	7	11	2	3	5	5	4	0	4	7	9	57

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	1	2	2	8	6	5	4	0	1	1	4	34
Maximum	5	3	2	1	4	1	5	2	4	4	5	36
Regular	51	37	45	54	29	18	33	14	28	61	48	418
Minimum	11	23	15	10	22	36	28	1	28	6	13	193
Bank	2	10	0	0	14	11	3	0	7	2	1	50
Admin. Bank	20	12	11	15	13	19	17	3	18	13	15	156
TOTAL	90	87	75	88	88	90	90	20	86	87	86	887
In Process	0	0	0	0	1	0	1	0	1	2	0	5
Max. Available	5	3	2	1	3	1	4	2	3	2	5	31
Max. Supv. to Standard	4	3	0	1	3	1	4	2	3	1	5	27
%Max Sup. to Standard	80	100	0	100	100	100	100	100	100	50	100	87
Non-English Speaking												
Spanish	0	2	62	0	2	71	0	0	1	0	3	141
Vietnamese	1	5	0	3	1	0	2	0	0	2	3	17
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	1	0	0	0	0	1	0	2	0	2	9
Total	4	8	62	3	3	71	3	0	3	2	8	167

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: March 2001

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors **215**

Felonies **652**

Arraignment Petitions:

Superior: 14

Hearing Petitions:

Superior: 4

Municipal: 30

Non English Speaking Clients:

Spanish: 136

Vietnamese: 22

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 9

Total: **167**

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 84.6

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 33

New cases from court: 20

Transfers from other units: 0

FVC DPO: Screened 403 police reports (61 domestic violence, 38 threat management, 304 child abuse) for probation information and forwarded appropriate reports. Attended the following meetings: Santa Clara County Domestic Violence Council, Police/Victim Relations Committee, Victim/Survivor Advocacy Committee, Juvenile DV Taskforce, San Jose Mayor's DV Taskforce, SCCCART meeting at DFCS. Met with Sprint PSC regarding DV Cell Phones at SJPD Family Violence Center; attended SJPD Award Ceremony honoring Lt. Gary Johnson; met with SJPD Sgt. Unland and Victim Advocacy regarding police-involved DV cases

SPO attended the following meetings: Greenbook Committee meeting at Radisson Hotel, Victim/Survivor Advocacy Committee, Juvenile DV Taskforce, Greenbook Project #6 meeting, Court Systems Committee, Batterers Intervention Committee, Death Review Committee, Officer Safety Committee, Police/Victim Relations Committee, DV Providers meeting. Conducted two-hour training on DV protocols as part of new DPO Orientation.

DPO Cheryl Rivera had a total of 9 contacts with Social Workers this month: 5 were ongoing telephone contacts; 2 were field visits at DSS (met with client and social worker at Technology Drive bldg.); 1 was an initial telephone contact; and 1 was a collaborative field contact with a social worker.

On March 28, 2001, the SPO and some deputies of Supervision Unit 3 conducted a unit field operation which took place in the afternoon and early evening. A number of field contacts were conducted without incident.

Summary of Cases for:
David H. Perez, SPO

Supervision 3

Month March

Year: 2001

	Abbott	Butler	Chavez	Favorito	Franco	Gonzalez	LePak	McInerney	Rivera	Thomas	Trujillo	Total
Beginning Supervision												
Felony	70	61	55	66	66	68	73	14	61	54	66	654
Misdemeanor	20	26	20	22	22	22	17	6	25	33	20	233
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	90	87	75	88	88	90	90	20	86	87	86	887
BCS Total	90	87	75	88	88	90	90	20	86	87	86	887
Supervision Changes												
From Court	1	1	0	3	3	3	0	1	3	4	1	20
Reinstated	1	0	0	1	0	1	1	0	0	0	0	4
Other	1	0	0	2	0	0	0	0	4	0	2	9
Total	3	1	0	6	3	4	1	1	7	4	3	33
Probation Changes												
From Court	1	3	0	0	0	1	2	0	0	0	2	9
Reinstated	1	1	0	1	1	0	0	0	1	1	0	6
Other	0	0	0	0	0	0	0	0	0	0	1	1
Total	2	4	0	1	1	1	2	0	1	1	3	16
Probation Revoked												
Probation Revoked	3	3	0	3	0	3	0	0	1	3	0	16
Probation Terminated	2	1	1	2	0	0	0	0	2	1	0	9
Other	0	1	1	0	0	2	5	0	0	1	0	10
Total	5	5	2	5	0	5	5	0	3	5	0	35
Probation Terminated												
Probation Revoked	2	3	1	4	2	1	0	0	2	0	3	18
Probation Terminated	2	1	0	0	1	2	0	0	1	0	1	8
Other	0	0	0	0	0	2	5	0	0	1	0	8
Total	4	4	1	4	3	5	5	0	3	1	4	34
End of Month Supervision												
Felony	68	57	53	67	69	67	69	15	65	53	69	652
Misdemeanor	18	26	19	19	20	18	14	6	23	33	19	215
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	86	83	72	86	89	85	83	21	88	86	88	867
B.C.S. Total	86	83	72	86	89	85	83	21	88	86	88	867
Arrests During Supervision												
Felony	2	1	0	0	1	2	1	0	3	1	3	14
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0
Probation During Supervision												
Felony	0	0	0	0	2	0	0	0	1	0	1	4
Misdemeanor	2	5	0	4	4	3	3	0	2	4	3	30
Total	4	6	0	4	7	5	4	0	6	5	7	48

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	3	1	6	3	1	4	0	2	1	3	24
Maximum	6	3	2	2	5	1	4	1	5	5	4	38
Regular	52	34	43	51	29	17	32	15	29	59	49	410
Minimum	12	23	15	12	21	34	25	2	27	6	11	188
Bank	2	9	1	0	14	10	2	0	5	2	1	46
Admin. Bank	14	11	10	15	17	22	16	3	20	13	20	161
TOTAL	86	83	72	86	89	85	83	21	88	86	88	867
In Process	0	0	0	0	0	0	0	0	0	1	0	1
Max. Available	6	3	2	2	5	1	4	1	5	4	4	37
Max. Supv. to Standard	6	3	2	2	5	1	4	1	5	4	4	37
%Max Sup. to Standard	100	100	100	100	100	100	100	100	100	100	100	100
Non-English Speaking												
Spanish	0	2	60	0	2	66	0	0	1	0	5	136
Vietnamese	1	4	0	3	1	0	2	0	6	2	3	22
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	1	0	0	0	0	1	0	2	0	2	9
Total	4	7	60	3	3	66	3	0	9	2	10	167

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: April 2001

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors **206**

Felonies **658**

Arraignment Petitions:

Superior: 14

Hearing Petitions:

Superior: 7

Municipal: 18

Non English Speaking Clients:

Spanish: 133

Vietnamese: 19

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 8

Total: **160**

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 84.3

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 36

New cases from court: 26

Transfers from other units: 12

FVC DPO: Screened 307 police reports (69 domestic violence, 48 threat management, 190 child abuse) for probation information and forwarded appropriate reports. Attended the following meetings: Santa Clara County Domestic Violence Council; Chaired quarterly AWARE meeting; ANISAFE meeting at the Humane Society; SCCART meeting at DFCS. Set up Family Violence Center table for "Knowledge Fair" at West Valley College; set up Family Violence Center table for "National Victims' Rights Week" at the County building. Participated in planning and implementation of the "Unity Day" operation.

SPO attended the following meetings: Santa Clara County Domestic Violence Council; Victim/Survivor Advocacy Committee; Greenbook Project #6 meeting; Court Systems Committee; Batterers Intervention Committee; Death Review Committee.

DPO Cheryl Rivera had seven ongoing contacts with Dept. of Social Services.

On April 10, 2001, the entire Domestic Violence Unit met with Judge Chatman and Judge Brown to discuss Court and Probation protocols and procedures for DV cases. On April 11, 2001, several members of the Domestic Violence Unit, including the SPO, participated in the "Unity Day" field operation.

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month April

Year: 2001

	PD Abbott	Butler	Chavez	Favorito	Franco	Gonzalez	LePak	McInerney	Rivera	Thomas	Trujillo	Total
Beginning Caseload												
Felony	68	57	53	67	69	67	69	15	65	53	69	652
Misdemeanor	18	26	19	19	20	18	14	6	23	33	19	215
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	86	83	72	86	89	85	83	21	88	86	88	867
BCS Total	86	83	72	86	89	85	83	21	88	86	88	867

Cases Received												
Felony												
From Court	2	3	0	2	2	6	5	0	1	2	1	24
Reinstated	1	2	0	0	0	0	0	0	1	0	0	4
Other	0	0	3	0	0	0	0	0	0	0	2	5
Total	3	5	3	2	2	6	5	0	2	2	3	33

Misdemeanor												
From Court	0	1	0	0	0	0	0	1	0	0	0	2
Reinstated	2	1	0	1	0	0	0	0	0	1	0	5
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	2	0	1	0	0	0	1	0	1	0	7

Cases Removed												
Felony												
Probation Revoked	1	3	2	0	2	1	0	0	2	3	3	17
Probation Terminated	2	1	1	1	0	0	0	0	0	0	0	5
Other	0	0	0	1	2	1	0	0	1	0	0	5
Total	3	4	3	2	4	2	0	0	3	3	3	27

Misdemeanor												
Probation Revoked	1	1	1	0	0	0	2	1	0	0	0	6
Probation Terminated	0	1	3	1	1	0	1	0	1	1	1	10
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	2	4	1	1	0	3	1	1	1	1	16

End of Month Caseload												
Felony	68	58	53	67	67	71	74	15	64	52	69	658
Misdemeanor	19	26	15	19	19	18	11	6	22	33	18	206
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	87	84	68	86	86	89	85	21	86	85	87	864
B.C.S. Total	87	84	68	86	86	89	85	21	86	85	87	864

Arraignments												
Felony	1	2	0	3	5	0	1	0	0	2	0	14
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Hearing Referrals												
Felony	1	1	0	0	1	0	0	0	2	0	2	7
Misdemeanor	3	2	0	1	2	1	6	0	0	2	1	18
Total	5	5	0	4	8	1	7	0	2	4	3	39

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	4	1	4	1	6	5	0	2	3	1	27
Maximum	5	3	2	2	5	1	6	1	6	5	5	41
Regular	49	32	42	52	29	18	32	15	25	54	49	397
Minimum	12	23	13	12	22	33	25	2	30	6	14	192
Bank	2	9	1	0	10	10	0	0	7	3	1	43
Admin. Bank	19	13	9	16	19	21	17	3	16	14	17	164
TOTAL	87	84	68	86	86	89	85	21	86	85	87	864
In Process	0	0	0	0	0	0	0	0	2	1	0	3
Max. Available	5	3	2	2	5	1	6	1	4	4	5	38
Max. Supv. to Standard	5	3	2	2	4	1	6	1	4	4	5	37
%Max Sup. to Standard	100	100	100	100	80	100	100	100	100	100	100	97

Non-English Speaking

Spanish	0	2	56	0	2	68	0	0	1	0	4	133
Vietnamese	1	2	0	3	1	0	2	0	6	2	2	19
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	0	0	1	0	2	0	2	8
Total	4	4	56	3	3	68	3	0	9	2	8	160

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: May 2001

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors **198**

Felonies **668**

Arraignment Petitions:

Superior: 14

Hearing Petitions:

Superior: 9

Municipal: 31

Non English Speaking Clients:

Spanish: 133

Vietnamese: 18

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 8

Total: **159**

Number of Deputies with Specialized Caseloads: 11

Caseload Average: 84.5

Caseload average does not include caseload of PO at FVC

1 DPO at Family Violence Center

Performance Measures:

Case audits: 38

New cases from court: 28

Transfers from other units: 17

FVC DPO: Screened 287 police reports (72 domestic violence, 35 threat management, 180 child abuse) for probation information and forwarded appropriate reports. Attended the following meetings: Police/Victim Relations Committee, Victim/Survivor Advocacy Committee, Juvenile DV Taskforce, San Jose Mayor's DV Taskforce, Anisafe Meeting at Humane Society (2), Batterers Intervention Committee. Met with Mediator from Family Court for APD DV Orientation; attended Judicial Council DV Conference in Los Angeles; assisted with SJPd hosted P.O.S.T. DV First Responder's Training; presented APD DV Protocol for Support Network For Battered Women advocate training panel; provided cell phone training for advocates at FVC; received an award from the San Jose City Council for work on cell phone program for victims of DV.

SPO attended the following meetings: Worksite Safety Committee, Domestic Violence Council, Victim/Survivor Advocacy Committee, SB90 Meeting with APD Accounting, Batterers Intervention Committee (gave presentation on APD DV protocols), Death Review Committee, Greenbook Project #6 meeting. Conducted training for APD Investigation Section on DV protocols.

DPO Cheryl Rivera had a total of 9 contacts with Social Workers this month: 5 were ongoing telephone contacts; 4 were initial contacts.

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month May

Year: 2001

	Abbott	Byler	Chavez	Fayorito	Franco	Gonzalez	LePak	McInern	Rivera	Thomas	Trojillo	Total
Beginning Case Load												
Felony	68	58	53	67	67	71	74	15	64	52	69	658
Misdemeanor	19	26	15	19	19	18	11	6	22	33	18	206
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	87	84	68	86	86	89	85	21	86	85	87	864
BCS Total	87	84	68	86	86	89	85	21	86	85	87	864

From Court	1	2	0	1	1	3	1	0	4	2	0	15
Reinstated	1	0	0	0	0	1	0	0	0	1	0	3
Other	2	2	1	0	1	0	0	0	2	0	1	9
Total	4	4	1	1	2	4	1	0	6	3	1	27

From Court	1	2	0	1	2	1	2	0	1	1	2	13
Reinstated	0	3	0	1	0	0	0	0	0	0	1	5
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	1	5	0	2	2	1	2	0	1	1	3	18

Probation Revoked	0	0	0	1	2	0	0	0	1	0	1	5
Probation Terminated	0	0	0	1	0	1	0	0	3	1	0	6
Other	0	0	0	0	0	6	0	0	0	0	0	6
Total	0	0	0	2	2	7	0	0	4	1	1	17

Probation Revoked	4	3	0	2	4	1	3	0	0	1	0	18
Probation Terminated	0	0	2	0	0	0	0	0	1	0	1	4
Other	0	0	0	0	1	2	1	0	0	0	0	4
Total	4	3	2	2	5	3	4	0	1	1	1	26

Felony	72	62	54	66	67	68	75	15	66	54	69	668
Misdemeanor	16	28	13	19	16	16	9	6	22	33	20	198
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	88	90	67	85	83	84	84	21	88	87	89	866
B.C.S. Total	88	90	67	85	83	84	84	21	88	87	89	866

Felony	2	1	0	2	1	2	1	0	2	2	1	14
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0

Felony	0	1	0	1	1	2	3	0	0	1	0	9
Misdemeanor	4	3	0	5	3	2	7	0	2	4	1	31
Total	6	5	0	8	5	6	11	0	4	7	2	54

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	5	0	1	3	5	5	0	4	4	1	28
Maximum	5	3	2	2	5	1	7	1	7	5	6	44
Regular	47	35	43	53	21	21	32	14	25	54	49	394
Minimum	15	24	12	12	23	29	28	2	29	5	14	193
Bank	2	9	1	0	10	7	0	0	8	4	2	43
Admin. Bank	19	14	9	17	21	21	12	4	15	15	17	164
TOTAL	88	90	67	85	83	84	84	21	88	87	89	866
In Process	0	0	0	0	1	0	0	0	0	1	0	2
Max. Available	5	3	2	2	4	1	6	1	7	4	6	41
Max. Supv. to Standard	5	3	2	2	4	1	6	0	7	4	6	40
%Max Sup. to Standard	100	100	100	100	100	100	100	0	100	100	100	98

Non-English Speaking

Spanish	1	4	54	0	2	66	0	0	1	0	5	133
Vietnamese	1	3	0	3	1	0	2	0	5	1	2	18
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	0	0	0	0	0	0	0	0	0	0	0	0
Other	3	0	0	0	0	0	1	0	2	0	2	8
Total	5	7	54	3	3	66	3	0	8	1	9	159

CASE AUDITS

SANTA CLARA COUNTY PROBATION DEPARTMENT
ADULT DIVISION

Management Information Report

Supervision III

Domestic Violence Unit

David H. Perez, SPO

Month of: June 2001

Supervision Caseloads (includes Courtesy Supervision)

Misdemeanors 188

Felonies 665

Arraignment Petitions:

Superior: 13

Hearing Petitions:

Superior: 5

Municipal: 14

Non English Speaking Clients:

Spanish: 130

Vietnamese: 19

Korean:

Hearing Impaired:

Iranian:

Portugese:

Cambodian:

Other: 6

Total: 155

Number of Deputies with Specialized Caseloads: 11
Caseload Average: 83.2

Caseload average does not include caseload of PO at FVC
1 DPO at Family Violence Center

Performance Measures:

Case audits: 45 New cases from court: 18 Transfers from other units: 9

FVC DPO: Screened 300 police reports (91 domestic violence, 25 threat management, 184 child abuse) for probation information and forwarded appropriate reports. Attended the following meetings: Batterers Intervention Committee, Police/Victim Relations Committee, Victim/Survivor Advocacy Committee, Juvenile DV/FV Taskforce, SCCCART Meeting at DFCS, San Jose Mayor's DV Taskforce; chaired two Cell Phone Instructional meeting at FVC.

SPO attended the following meetings: Santa Clara County Domestic Violence Council, Victim/Survivor Advocacy Committee, Juvenile DV/FV Taskforce, Greenbook Project Quarterly Meeting, Greenbook Project #6 Subcommittee, Batterers Intervention Committee, Court Systems Committee, DV Providers Meeting, Death Review Committee, Police/Victim Relations Committee, Officer Safety Committee. Conducted training in updates of DV Supervision Protocols for Supervision I unit meeting.

DPO Cheryl Rivera had a total of 2 ongoing collaborative telephone contacts with DFCS workers who share cases in common with probation.

On June 27, 2001, members of Supervision Unit 3 participated in a unit field operation in which a number of field contacts were conducted.

Summary of Cases for:

Supervision 3

David H. Perez, SPO

Month June

Year: 2001

	PO Abbott	Butler	Chavez	Favorito	Franco	Gonzalez	Lepak	McInerney	Rivera	Thomas	Trujillo	Total
Regional Case Load												
Felony	72	62	54	66	67	68	75	15	66	54	69	668
Misdemeanor	16	28	13	19	16	16	9	6	22	33	20	198
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total	88	90	67	85	83	84	84	21	88	87	89	866
BCS Total	88	90	67	85	83	84	84	21	88	87	89	866

Cases Received												
Felony												
From Court	1	1	7	3	6	0	1	0	1	1	1	22
Reinstated	0	0	1	0	0	0	0	0	0	0	1	2
Other	1	2	0	1	1	0	0	0	0	1	0	6
Total	2	3	8	4	7	0	1	0	1	2	2	30
Misdemeanor												
From Court	0	0	4	0	1	0	0	0	0	0	0	5
Reinstated	0	0	1	0	0	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	5	0	1	0	0	0	0	0	0	6

Cases Removed												
Felony												
Probation Revoked	0	2	1	3	2	0	1	0	2	1	4	16
Probation Terminated	2	1	2	1	2	0	0	0	2	1	0	11
Other	0	0	0	0	0	1	2	0	2	0	1	6
Total	2	3	3	4	4	1	3	0	6	2	5	33
Misdemeanor												
Probation Revoked	0	1	0	0	1	0	0	0	0	0	1	3
Probation Terminated	1	4	2	0	0	1	0	0	2	2	0	12
Other	0	0	0	0	0	0	0	0	1	0	0	1
Total	1	5	2	0	1	1	0	0	3	2	1	16

End of Month Case Load												
Felony	72	52	59	66	70	67	73	15	61	54	66	665
Misdemeanor	15	23	16	19	16	15	9	6	19	31	19	188
Courtesy Supervision	0	0	0	0	0	0	0	0	0	0	0	0
Total Cases	87	95	75	85	86	82	82	21	80	85	85	853
B.C.S. Total	87	95	75	85	86	82	82	21	80	85	85	853

Assignment Relocations												
Felony	1	1	1	1	1	0	3	0	3	0	2	13
Misdemeanor	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Relocations												
Felony	0	0	1	0	1	1	0	1	1	0	0	5
Misdemeanor	3	5	0	0	0	1	1	0	0	2	2	14
Total	4	6	2	1	2	2	4	1	4	2	4	32

PreSentence Rpts	0	0	0	0	0	0	0	0	0	0	0	0
Waived Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0

Clients by Classification

New	0	3	6	3	4	1	4	0	2	5	1	29
Maximum	6	2	0	2	6	2	6	1	5	4	7	41
Regular	45	35	44	50	24	22	28	16	28	52	51	395
Minimum	14	23	8	14	23	25	28	1	27	6	14	183
Bank	1	8	0	0	9	9	2	0	6	3	1	39
Admin. Bank	21	14	17	18	20	23	14	3	12	15	11	166
TOTAL	87	85	75	85	86	82	82	21	80	85	85	653
In Process	0	0	0	0	1	0	0	0	0	1	0	2
Max. Available	6	2	0	2	5	2	6	1	5	3	7	39
Max. Subv. to Standard	6	2	0	1	4	2	5	1	5	2	7	35
%Max S.p. to Standard	100	00	#DIV/0!	50	80	100	83	100	100	67	100	90

Non-English Speaking

Spanish	1	3	54	0	2	65	0	0	1	0	4	130
Vietnamese	1	3	0	4	1	0	2	0	4	2	2	19
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Hearing Impaired	0	0	0	0	0	0	0	0	0	0	0	0
Iranian	0	0	0	0	0	0	0	0	0	0	0	0
Portugese	0	0	0	0	0	0	0	0	0	0	0	0
Cambodian	3	0	0	0	0	0	0	0	0	0	0	3
Other	0	0	0	1	0	0	1	0	2	0	2	6
Total	5	6	54	5	3	65	3	0	7	2	8	158

CASE AUDITS

FY01 Meeting Summary

FY01 SUMMARY

actual claimed difference

1.5	aware meeting			
1.5	aware meeting			
1.5	aware meeting			
1.5	aware meeting			
1.5	aware meeting	7.5	6	0
1.5	batterers intervention committee meeting			
1.5	batterers intervention committee meeting			
2	batterers intervention committee meeting			
8	batterers intervention committee meeting			
1.5	batterers intervention committee meeting			
3	batterers intervention committee meeting	22.5	15	0
2	dv council meeting			
3	dv council meeting			
2	dv council meeting			
3	dv council meeting			
1.5	dv council meeting			
1.5	dv council meeting			
1.5	dv council meeting	19	6	0
7.5	family court systems meeting			
7.5	family court systems meeting			
2	family court systems meeting			
1.5	juvenile dv task force meeting			
1.5	juvenile dv task force meeting			
11	juvenile dv task force meeting			
1.5	juvenile dv task force meeting			
1	juvenile dv task force meeting			
2	juvenile dv task force meeting			
1.5	juvenile dv task force meeting	15.5	18	2.5
1.5	law enforcement protocol meeting at sheriffs office			
1.5	law enforcement protocol meeting at sheriff's office	3	4	1
	san jose mayor's dv task force meeting			
	san jose mayor's dv task force meeting			
	san jose mayor's dv task force meeting			
	san jose mayor's dv task force meeting			
	san jose mayor's dv task force meeting			
	san jose mayor's dv task force meeting			
	sj city council meeting	16	16.5	2.5
2	sccart meeting			
2.5	sccart meeting			
2	sccart meeting			
1.5	sccart meeting	8	22	14
	victim/survivor advocacy meeting			
	victim/survivor advocacy meeting			
	victim/survivor advocacy meeting			
	victim/survivor advocacy meeting			
	victim/survivor advocacy meeting at next door			
	victim/survivor advocacy meeting at next door			
	victim/survivor advocacy meeting at next door	12.5	15	3
	subtotal	101	102.5	23
	fvc		288	
	total	101	390.5	23

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
From: PO Celeste McInerney
cc: Lt. Robert Dominguez
Date: 6-29-2001
Re: APD activities for the Family Violence Center during the month of June 2001

The SJPD Family Violence Center Probation Officer activities for the month of June 2001 are:

06-01-01	8.00 hrs	Vacation
06-03-01	2:00 hrs	Chaired 1 st Cell Phone Instructional meeting at FVC
06-04-01	2:00 hrs	Chaired 2 nd Cell Phone Instructional Meeting at FVC
06-08-01	8.00 hrs	Vacation
06-11-01	8.00 hrs	Vacation
✓ 06-12-01	2.00 hrs	Attended Victim/Survivor Committee monthly meeting at Next Door
06-13-01	8.00 hrs	Emergency Response Team Training
✓ 06-13-01	1.50 hrs	Attended monthly Juv DV Task Force monthly meeting at JPD
06-15-01	8:00 hrs	Acting DV Unit Supervisor for Adult Probation Department
06-18-01	8:00 hrs	Sick
✓ 06-19-01	8:00 hrs	Attended Batterers Intervention Committee monthly meeting
06-20-01	8:00 hrs	Emergency Response Team Training
06-22-01	8.00 hrs	Acting DV Unit Supervisor for Adult Probation
✓ 06-22-01	2:00 hrs	Attended SCCART monthly meeting at DFCS
✓ 06-26-01	1.50 hrs	Attended Police/Victim Relation Committee monthly meeting
06-27-01	2.00 hrs	Emergency Response Team Training
✓ 06-27-01	2.00 hrs	Attended San Jose Mayor's DV Task Force monthly meeting
06-29-01	8.00 hrs	Vacation

Police Reports Reviewed: Child Abuse - 184, Domestic Violence - 91, Threat Management - 25

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
 From: PO Celeste McInemey
 cc: Lt. Robert Dominguez
 Date: 5-31-2001
 Re: APD activities for the Family Violence Center during the month of May 2001

The SJPD Family Violence Center Probation Officer activities for the month of May 2001 are:

05-03-01	2.00 hrs	Attended DA Kathy Storton's VOP class at APD
✓ 05-08-01	2.00 hrs	Attended Victim/Survivor Relation monthly meeting at Next Door
✓ 05-09-01	2.00 hrs	Attended Ani-SAFE bi-monthly meeting at Humane Society
05-11-01	8.00 hrs	Acting Supervisor DV Unit, Adult Probation Dept
✓ 05-15-01	1.50 hrs	Attended Batterers Intervention Committee monthly meeting
✓ 05-16-01	2.00 hrs	Attended monthly Juv DV Task Force monthly meeting at JPD
05-16-01	2.00 hrs	Met w/ Mediator from Family Court for APD DV Orientation
✓ 05-17-01	46.00 hrs	Attended Judicial Council DV Conference in Los Angeles
✓ 05-22-01	2.00 hrs	Attended Police/Victim Relation Committee monthly meeting
✓ 05-22-01	2.00 hrs	Attended Ani-SAFE bi-monthly meeting at County Humane Society
✓ 05-22-01	2.00 hrs	Attended San Jose Mayor's DV Task Force monthly meeting
✓ 05-24-01	8.00 hrs	Assisted with SJPD hosted P.O.S.T. DV 1st Responders Training
05-29-01	2.00 hrs	Attended SJ City Council monthly meeting to received an award
✓ 05-30-01	2.50 hrs	Presented APD DV Protocol for SNBW Advocate Training Panel
✓ 05-31-01	3.00 hrs	Provided DV Cell Phone training for Advocates at FVC

Police Reports Reviewed: Child Abuse - 180, Domestic Violence - 72, Threat Management - 35

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
From: PO Celeste McInemey
cc: Lt. Robert Dominguez
Date: 4-30-2001
Re: APD activities for the Family Violence Center during the month of April 2001

The SJPD Family Violence Center Probation Officer activities for the month of April 2001 are:

04-02-01	2.00 hrs	Attended APD/JPD Unity Day operations/preparation meeting
04-02-01	2:00 hrs	✓ Set up FVC info table for "Knowledge Fair" at West Valley College
04/3-5/01	24.00 hrs	Acting Supervisor DV Unit, Adult Probation Dept
04-04-01	1.50 hrs	✓ Chaired SC Co AWARE quarterly meeting at FVC
04-06-01	1.50 hrs	✓ Attended monthly SC Co DV Council meeting
04-09-01	2.00 hrs	Attended Probation Unity Day Briefing at Isaac Newton Auditorium
04-10-01	2.00 hrs	Completed Blood-borne Pathogens Training at APD
04-10-01	2.00 hrs	Meeting with APD DV Unit and Judge Chatman and Judge Brown
04-11-01	7.00 hrs	Participated in APD/JPD Unity Day Field Exercise
04-11-01	1.00 hrs	✓ Attended ANISAFE monthly meeting at County Humane Society
04-13-01	4.00 hrs	Acting Supervisor DV Unit, Adult Probation Department
04-23-01	2.00 hrs	✓ Set up FVC table for "Nat'l Victims Rights Week" at County bldg.
04-27-01	8.00 hrs	Acting Supervisor DV Unit, Adult Probation Department
04-27-01	2.50 hrs	✓ Attended monthly SCCART meeting at DFCS, Union Office

Police Reports Reviewed: Child Abuse - 190, Domestic Violence - 69, Threat Management - 48

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez

From: PO Celeste McInemey

cc: Lt. Robert Dominguez

Date: 3-30-2001

Re: APD activities for the Family Violence Center during the month of March 2001

The SJPD Family Violence Center Probation Officer activities for the month of March 2001 are:

✓ 03-01-01	8.00 hrs	Completed POST Certified, DV First Responder Police Training
✓ 03-02-01	1.50 hrs	Attended monthly SC Co. DV Council meeting
03-02-01	8.00hrs	Acting Supervisor DV Unit, Adult Probation
03-02-01	1.00 hrs	Met w/ Probation Unity Day Operations sub-committee at JPD
03-05-01	1.00 hrs	Attended Probation Unity Day Committee meeting at APD
✓ 03-07-01	2.00 hrs	Met w/ Sprint PSC re DV Cell Phones at FVC
✓ 03-08-01	1.50 hrs	Attended SJPD Award Ceremony honoring Lt. Gary Johnson
✓ 03-13-01	1.50 hrs	Attended monthly DV Vict/Surv Advocacy meeting at Next Door
✓ 03-13-01	1.50 hrs	Attended Judge Hyman's JPD DV Task Force monthly meeting
✓ 03-15-01	1.00 hrs	Met w/ Sgt. Unland and Vict Adv. re Police Involved DV Cases
03-19-01	1.00 hrs	Attended Probation Unity Day Committee Meeting at APD
✓ 03-27-01	1.50 hrs	Attended monthly Police/Victim Relations Committee meeting
✓ 03-28-01	1.50 hrs	Attended monthly SJ Mayor's DV Task Force monthly meeting
03-28-01	5:00 hrs	Participated in monthly Probation DV Unit Field Operation
✓ 03-30-01	2.00 hrs	Attended monthly SCCART meeting at DFCS, Union Office

Police Reports Reviewed: Child Abuse - 304, Domestic Violence - 61, Threat Management - 38

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
From: PO Celeste McInerney
cc: Lt. Robert Dominguez
Date: 2-28-2001
Re: APD activities for the Family Violence Center during the month of February 2000

These are the Probation Officer Activities (Community Outreach) for the SJPD Family Violence Center during the month of February 2000:

02-02-01	1.50 hrs	Attended monthly SC Co DV Council meeting
02-06-01	1.75 hrs	Attended monthly Family Court Systems meeting
02-06-01	1.50 hrs	Chaired bi-monthly AWARE/ DV Cell Phone meeting
02/ 12-16 /01	40.00 hrs	Completed DV Investigators Course (POST Cert) in San Diego
02-20-01	8.00 hrs	Attended monthly Batterers Intervention Committee meeting
02-27-01	1.50 hrs	Attended monthly Police/Victim Relations Committee meeting

Police Reports Reviewed: Child Abuse - 213, Domestic Violence - 55, Threat Management - 695~~56~~

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
From: PO Celeste McInemey
cc: Lt. Robert Dominguez
Date: 1-31-2001
Re: APD activities for the Family Violence Center during the month of January 2000

These are the Probation Officer Activities (Community Outreach) for the SJPD Family Violence Center during the month of January 2000:

01-02-01	1.75 hrs	Attended monthly Family Court Systems Meeting
01-05-01	1.50 hrs	Attended monthly SC Co. DV Council meeting
01-09-01	2.00 hrs	Attended monthly DV Victim/Survivor Advocacy meeting at Next Door
01-10-01	8.00 hrs	Completed Victimology Class at United Way – STC Certified
01-11-01	1.50 hrs	Attended 2 nd Law Enforcement Protocol meeting at Sheriff's Office
01-18-01	1.50 hrs	Attended monthly Death Review Committee Meeting
01-17-01	1.00 hrs	Attended monthly Juvenile DV Task Force meeting at JPD
01-18-01	1.50 hrs	Attended final Law Enforcement Protocol meeting at Sheriff's Office
01-23-01	1.00 hrs	Attended monthly Police/Victim Relations Committee meeting
01-25-01	1.50 hrs	Attended monthly SC Co. Child Abuse Review Team meeting
01-30-01	2.00 hrs	Attended mandated Telephone Training at APD
01-31-01	2.00 hrs	Provided FVC/DV/Probation training at DFCS, DV unit

Police Reports Reviewed: Child Abuse - 197, Domestic Violence - 42, Threat Management – 59

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
From: PO Celeste McInerney
CC: Lt. Robert Dominguez
Date: 12-31-2000
Re: APD activities for the Family Violence Center during the month of December 2000

These are the Probation Officer Activities (Community Outreach) for the SJPD Family Violence Center during the month of December 2000:

12-1-00	3.00 hrs	Present for SCCo DV Council Meeting
12/5-12/8	32.0 hrs	Attended the Beyond the Bench 2000-Judicial Council Conference
12-12-00	2.00 hrs	Attended monthly DV Victim Survivor Advocacy meeting at Next Door
12-12-00	1.00 hrs	Attended monthly Juvenile Family Violence Task Force meeting at JPD
12-13-00	1.50 hrs	Chaired the BI-monthly AWARE/Cell phone meeting
12-15-00	8.00 hrs	Worked as Acting Supervisor for SPO David Perez
12-19-00	2.00 hrs	Present for monthly Batterers Intervention Committee meeting
12/26-12/2900	32.0 hrs	Worked as Acting Supervisor for SPO David Perez

Police Reports Reviewed: Child Abuse - 203, Domestic Violence - 32, Threat Management - 29

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
 From: PO Celeste McInerney
 CC: Lt. Robert Dominguez
 Date: 10-31-00
 Re: APD activities for the Family Violence Center during the month of September 2000

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These are the Probation Officer Activities (Community Outreach) for the SJPD Family Violence Center during the month of September 2000:

10-2-00	3.00 hrs	Assisted w/ set up of the DV Clothesline display at the County Building
10-3-00	3.50 hrs	Attended the DV Media Event and staffed FVC table at the County Bldg.
10-4-00	1.50 hrs	Attended the monthly meeting of the San Jose Mayor's DV Task Force
10-5-00	4.00 hrs	Attended Dr. Gondolf's pre-conference DV Batterers symposium
10-5-00	2.00 hrs	Assisted w/ set up of the DV Clothesline display at the Fairmont Hotel
10-6-00	8.00 hrs	Attended the Annual SC Co. Domestic Violence Conference
10-10-00	1.00 hrs	Attended Monthly DV Victim Survivor Advocacy meeting at Next Door
10-10-00	1.50 hrs	Attended Juvenile Dom/ Family Violence Task Force monthly meeting
10-13-00	1.50 hrs	Assisted w/ the set up of DV Clothesline display at the SJ Civic Center
10-13-00	3.00 hrs	Participated in the Annual SJ City Walk to End Domestic Violence
10-18-00 meeting	1.00 hrs	Attended the Police Victim Relations Committee monthly
9/26/00	1.00 hrs	Met with Committee chair for DV Conf Clothesline Display

Police Reports Received: Child Abuse – 63, Domestic Violence – 52, Threat Management - 39

Total # of DV cases supervised: 19

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
From: PO Celeste McInerney
CC: Lt. Gary Johnson
Date: 9-01-00
Re: APD activities for the Family Violence Center during the month of August 2000

These are the Probation Officer Activities at the Family Violence Center for the month of August 2000.

8/02/00	2.00 hrs	Attended San Jose Mayor's DV Task Force Committee meeting
8/02/00	1.50 hrs	Presented APD DV Protocols to Next Door staff members
8/08/00	2.00 hrs	Attended monthly Victim Survivor Advocacy Meeting
8/09/00	1.50 hrs	Attended the AWARE Committee meeting.
8/11/00	8.00 hrs	Attended OC Spray training
8/15/00	1.50 hrs	Attended Batterers Intervention Committee meeting
8/17/00	1.00 hrs	Met with visitor from Israel at Family Violence Center
8/22/00	1.00 hrs	Attended the Police Victim Relations Committee monthly meeting
8/22/00	1.00 hrs	Met with Clothesline project manager for DV Conf T-shirt display
8/14-8/25/00	80 hrs	Worked as Acting Supervisor for SPO David Perez
8/28-9/01/00	40 hrs	Attended annual Threat Management Conference in Anaheim, CA

Police Reports Reviewed: Child Abuse – 38, Domestic Violence – 42, Threat Management – 37

Total # of DV cases supervised: 19

Total # of DV cases classified as "A" supervised to standard: one of one

Supervision Unit 3 Domestic Violence

Memo

To: SPO David Perez
From: PO Celeste McInerney
CC: Lt. Gary Johnson, Family Violence Center
Date: 6-30-2000
Re: Probation Officer activities for the Family Violence Center during the month of June 2000

These are the Probation Officer Activities for the Family Violence Center during the month of June.

6-02-00	2.0 hours	Attended the Santa Clara County DV Council meeting.
6-07-00	2.0 hours	Attended the SJ Mayor's DV Task Force monthly meeting.
6-10-00	8.0 hours	Attended the annual Santa Clara County DV Council Retreat.
6-13-00	1.5 hours	Met with the Juvenile DV Task Force chaired by Judge Hyman.
6-16-00	8.0 hours	Worked at APD as Acting Supervisor for SPO David Perez.
6-19-00	2.0 hours	Completed required Driver's Training.
6-20-00	1.5 hours	Attended the Batterers Intervention Committee monthly meeting.
6-22-00	2.5 hours	Presented on the Law Panel for SNBW's annual volunteer training.
6-27-00	2.0 hours	Attended the Police-Victims Relations Committee monthly meeting.
6-28-00	1.5 hours	Attended the BI-monthly meeting of the AWARE Committee.
6-29-00	6.5 hours	Worked at APD as Acting Supervisor for SPO David Perez.

Vehicle Mileage: 79678

Police Reports Reviewed: Child Abuse – 94 Domestic Violence – 37 Threat Management – 25

EXHIBIT N

Declaration of Julie Tong in support of County of Santa Clara

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed this 2nd day of August, 2007, at , California.




EXHIBIT O

DOMESTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME ACTIVITIES LOG

FY03

Name	Index	Class	Unit	A (Admin. and regulation of batterers' treatment programs Hrs.)	B Victim Notification Hours	B1 NO. of cases notified	C Assessing future probability of defendant committing murder	C1 no. of cases accessed	D Others (not related to DV)	TOTAL NO. OF CASES	TOTAL HOURS (A+B+C+D)	TOTAL DV Hrs.
BARAJAS, LESLI	3724	X50	Inv - I	-	3.30	7.00	4.80	7.00	634.50	14	642.60	8.10
CLEMENTS, TIM	3724	X50	Inv - I	-	1.00	2.00	0.50	1.00	503.00	3	504.50	1.50
LEE, ANTOINE	3724	X53	Inv - I	-	1.00	2.00	1.00	2.00	454.00	4	456.00	2.00
MARSHALL, THOMAS	3724	X53	Inv - I	-	1.75	6.00	6.00	6.00	453.75	12	461.50	7.75
PUCCINELLI, JESSICA	3724	X50	Inv - I	-	1.50	3.00	4.50	3.00	374.00	6	380.00	6.00
RICE, MELISSA	3724	X53	Inv - I	-	1.50	3.00	6.00	3.00	488.50	6	496.00	7.50
Sub-total				-	13.05	27.00	25.80	26.00	3,747.75	53.00	3,786.60	38.85
DEMASI, ANDREW	3724	X53	Inv - II	-	15.25	35.00	40.25	31.00	434.25	66	489.75	55.50
DE LA CURZ, RAFAEL	3724	X50	Inv - II	-	4.00	11.00	33.00	10.00	435.00	21	472.00	37.00
FADDIS, STANLEY	3724	X50	Inv - II	-	5.25	3.00	6.75	3.00	444.00	6	456.00	12.00
GRANSA-ENIS, DEBORA	3724	X50	Inv - II	-	3.00	7.00	34.25	10.00	408.75	17	446.00	37.25
HEGARTY, ERIN	3724	X52	Inv - II	-	3.00	7.00	10.50	8.00	466.50	15	480.00	13.50
MATTSON, EDWARD	3724	X53	Inv - II	-	14.75	26.00	23.75	28.00	1,397.25	54	1,435.75	38.50
TRIGONE, JOSEPH	3724	X53	Inv - II	-	0.50	1.00	2.00	2.00	301.50	3	304.00	2.50
Sub-total				-	48.00	94.00	151.50	96	4,180.00	190	4,379.50	199.50
DEJESUS, ALYSA	3724	X53	Inv - III	-	3.25	7.00	3.75	7.00	473.50	14	480.50	7.00
JONES-LABOVE, LINDA	3724	X50	Inv - III	-	-	-	-	-	352.00	-	352.00	-
MARTINEZ, MANUEL	3724	X52	Inv - III	-	5.00	3.00	17.00	9.00	354.00	12	376.00	22.00
NGUYEN, LAN	3724	X50	Inv - III	-	5.00	10.00	23.00	12.00	449.50	22	477.50	28.00
NICHOLAW, DOREEN	3724	X50	Inv - III	-	7.50	5.00	6.75	5.00	422.75	10	437.00	14.25
PHAN, CAN	3724	X53	Inv - III	-	1.00	2.00	9.50	3.00	405.50	5	416.00	10.50
SCHUETT, SONYA	3724	X52	Inv - III	-	2.00	4.00	1.50	4.00	446.50	8	450.00	3.50
SHANNON, KERRY	3724	X52	Inv - III	-	19.75	28.00	56.25	35.00	1,372.75	63	1,448.75	76.00
SUN, STEPHEN	3724	X50	Inv - III	-	7.50	5.00	2.50	5.00	286.00	10	296.00	10.00
Sub-total				-	51.00	64	120.25	80	4,562.50	144	4,733.75	171.25
TOTAL				-	112.05	185	297.55	202	12,490.25	387	12,899.85	409.60
AVERAGE (Hours / Cases)				-	0.61		1.47					

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DOEMSTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME ACTIVITIES LOG

6-2003

Name	Index	Class	Unit	A (Admin. and regulation of batters' treatment programs Hrs.)	B Victim Notification Hours	B1 NO. of cases notified	C Assessing future probability of defendant committing murder	C1 no. of cases accessed	D Others (not related to DV)	TOTAL NO. OF CASES	TOTAL HOURS (A+B+C+D)	TOTAL DV Hrs.
BARAJAS, LESLI	3724	X50	Inv - I	-	0.30	1	0.30	1	168.00	2	168.00	0.60
MENDOZA, ABEL	3724	X50	Inv - I	-	0.50	1	-	0	161.50	1	162.00	0.50
LEE, ANTOINE	3724	X53	Inv - I	-	-	0	-	0	-	-	-	-
MARSHALL, THOMAS	3724	X53	Inv - I	-	0.50	2	1.00	2	166.50	4	168.00	1.50
PUCCINELLI, JESSICA	3724	X50	Inv - I	-	-	0	-	0	-	-	-	-
RICE, MELISSA	3724	X53	Inv - I	-	-	0	-	0	168.00	-	168.00	-
Sub-total				-	1.30	4.00	1.30	3.00	664.00	7.00	666.00	2.60
DEMASI, ANDREW	3724	X53	Inv - II	-	5.25	11	10.50	7	154.25	18	170.00	15.75
DE LA CURZ, RAFAEL	3724	X50	Inv - II	-	1.00	2	7.00	1	152.00	3	160.00	8.00
FADDIS, STANLEY	3724	X50	Inv - II	-	-	0	-	0	160.00	-	160.00	-
GRANSA-ENIS, DEBORA	3724	X50	Inv - II	-	-	1	7.00	2	136.50	3	143.50	7.00
HEGARTY, ERIN	3724	X52	Inv - II	-	-	0	-	0	160.00	-	160.00	-
MATTSON, EDWARD	3724	X53	Inv - II	-	-	1	0.75	1	160.00	2	160.75	0.75
TRIONE, JOSEPH	3724	X53	Inv - II	-	-	0	-	0	172.00	-	172.00	-
Sub-total				-	6.25	15.00	25.25	11	1,094.75	26	1,126.25	31.50
DEJESUS, ALYSA	3724	X53	Inv - III	-	0.25	1	0.25	1	167.50	2	168.00	0.50
JONES-LABOVE, LINDA	3724	X50	Inv - III	-	-	0	-	0	130.00	-	130.00	-
MARTINEZ, MANUEL	3724	X52	Inv - III	-	-	0	-	0	168.00	-	168.00	-
NGUYEN, LAN	3724	X50	Inv - III	-	0.50	1	3.00	1	156.50	2	160.00	3.50
NICHOLAW, DOREEN	3724	X50	Inv - III	-	1.00	1	-	0	129.00	1	130.00	1.00
PHAN, CAN	3724	X53	Inv - III	-	-	0	-	0	152.00	-	152.00	-
SCHUETT, SONYA	3724	X52	Inv - III	-	1.00	2	1.00	2	166.00	4	168.00	2.00
SHANNON, KERRY	3724	X52	Inv - III	-	1.75	4	3.00	4	139.25	8	144.00	4.75
SUN, STEPHEN	3724	X50	Inv - III	-	-	0	-	0	168.00	-	168.00	-
Sub-total				-	4.50	9	7.25	8	1,376.25	17	1,388.00	11.75
TOTAL				-	12.05	28	33.80	22	3,135.00	50	3,180.85	45.85
AVERAGE (Hours / Cases)				-	0.43		1.54					

DOMESTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME ACTIVITIES LOG

3-2003

Name	Index	Class	Unit	A (Admin. and regulation of batterers' treatment programs Hrs.)	B Victim Notification Hours	B1 NO. of cases notified	C Assessing future probability of denfendent committing murder	C1 no. of cases accessed	D Others (not related to DV)	TOTAL NO. OF CASES	TOTAL HOURS (A+B+C+D)	TOTAL DV Hrs.
BARAJAS, LESLI	3724	X50	Inv - I	-	0.50	1	1.00	1	166.50	2	168.00	1.50
CLEMENTS, TIM	3724	X50	Inv - I	-	-	0	-	0	168.00	-	168.00	-
LEE, ANTOINE	3724	X53	Inv - I	-	-	0	-	0	168.00	-	168.00	-
MARSHALL, THOMAS	3724	X53	Inv - I	-	0.75	3	4.50	3	162.75	6	168.00	5.25
PUCCINELLI, JESSICA	3724	X50	Inv - I	-	0.50	1	2.50	1	167.00	2	170.00	3.00
RICE, MELISSA	3724	X53	Inv - I	-	0.50	1	2.00	1	165.50	2	168.00	2.50
Sub-total				-	2.25	6.00	10.00	6.00	997.75	12.00	1,010.00	12.25
DEMASI, ANDREW	3724	X53	Inv - II	-	4.50	9	13.75	9	141.75	18	160.00	18.25
DE LA CURZ, RAFAEL	3724	X50	Inv - II	-	0.50	3	18.00	3	149.50	6	168.00	18.50
FADDIS, STANLEY	3724	X50	Inv - II	-	-	0	-	0	160.00	-	160.00	-
GRANSA-ENIS, DEBORA	3724	X50	Inv - II	-	0.50	1	7.00	2	136.50	3	144.00	7.50
HEGARTY, ERIN	3724	X52	Inv - II	-	1.00	1	2.50	2	148.50	3	152.00	3.50
MATTSON, EDWARD	3724	X53	Inv - II	-	0.75	1	1.00	1	134.25	2	136.00	1.75
TRIONE, JOSEPH	3724	X53	Inv - II	-	-	0	-	0	160.00	-	160.00	-
Sub-total				-	7.25	15.00	42.25	17	1,030.50	32	1,080.00	49.50
DEJESUS, ALYSA	3724	X53	Inv - III	-	0.50	1	1.00	1	150.50	2	152.00	1.50
JONES-LABOVE, LINDA	3724	X50	Inv - III	-	-	0	-	0	160.00	-	160.00	-
MARTINEZ, MANUEL	3724	X52	Inv - III	-	1.00	1	2.00	2	141.00	3	144.00	3.00
NGUYEN, LAN	3724	X50	Inv - III	-	0.50	1	3.50	1	156.00	2	160.00	4.00
NICHOLAW, DOREEN	3724	X50	Inv - III	-	-	0	-	0	140.00	-	140.00	-
PHAN, CAN	3724	X53	Inv - III	-	-	0	-	0	152.00	-	152.00	-
SCHUETT, SONYA	3724	X52	Inv - III	-	0.75	1	0.25	1	135.00	2	136.00	1.00
SHANNON, KERRY	3724	X52	Inv - III	-	2.00	2	1.00	2	149.00	4	152.00	3.00
SUN, STEPHEN	3724	X50	Inv - III	-	4.00	4	1.50	4	130.50	8	136.00	5.50
Sub-total				-	8.75	10	9.25	11	1,314.00	21	1,332.00	18.00
TOTAL				-	18.25	31	61.50	34	3,342.25	65	3,422.00	79.75
AVERAGE (Hours / Cases)				-	0.59		1.81					

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**DOEMSTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME ACTIVITIES LOG - DECEMBER 2002**

Name	Index	Class	Unit	B Victim Notification Hours	B1 NO. of cases notified	C Assessing future probability of defendent committing murder	C1 no. of cases accessed	D Others (not related to DV)	TOTAL NO. OF CASES	TOTAL HOURS (A+B+C+D)	TOTAL DV Hrs.
BARAJAS, LESLI	3724	X50	Inv - I	1.50	3	1.50	3	151.00	6	154.00	3.00
CLEMENTS, TIM	3724	X50	Inv - I	-	0	-	0	168.00	-	168.00	-
KING, MICHAEL	3724	X50	Inv - I	-	0	-	0	151.00	-	151.00	-
KURZENKNABE, MICHELLE	3724	X53	Inv - I	-	0	-	0	152.00	-	152.00	-
LEE, ANTOINE	3724	X53	Inv - I	0.50	1	0.50	1	135.00	2	136.00	1.00
MARSHALL, THOMAS	3724	X53	Inv - I	0.50	1	0.50	1	147.00	2	148.00	1.00
MENSAH, JOSEPH	3724	X52	Inv - I	0.50	1	0.50	1	114.00	2	115.00	1.00
PUCCINELLI, JESSICA	3724	X50	Inv - I	-	0	-	0	130.00	-	130.00	-
RICE, MELISSA	3724	X53	Inv - I	-	0	-	0	176.00	-	176.00	-
Sub-total				3.00	6.00	3.00	6.00	1,324.00	12.00	1,330.00	6.00
BAKER, JIM	3724	X50	Inv - II	0.50	1	0.50	3	151.00	4	152.00	1.00
DEMASI, ANDREW	3724	X53	Inv - II	3.25	8	12.00	8	136.75	16	152.00	15.25
DAVIS, DAUGLAS	3724	X50	Inv - II	-	0	-	0	136.00	-	136.00	-
DE LA CURZ, RAFAEL	3724	X50	Inv - II	2.00	5	5.00	5	129.00	10	136.00	7.00
FADDIS, STANLEY	3724	X50	Inv - II	-	0	-	0	136.00	-	136.00	-
GRANSA-ENIS, DEBORA	3724	X50	Inv - II	1.00	2	16.50	2	118.50	4	136.00	17.50
HEGARTY, ERIN	3724	X52	Inv - II	1.00	4	5.00	4	162.00	8	168.00	6.00
MATTSON, EDWARD	3724	X53	Inv - II	0.75	3	0.50	4	174.75	7	176.00	1.25
TRIONE, JOSEPH	3724	X53	Inv - II	0.50	1	2.00	2	141.50	3	144.00	2.50
Sub-total				9.00	24.00	41.50	28	1,285.50	52	1,336.00	50.50
DEJESUS, ALYSA	3724	X53	Inv - III	1.00	2	1.00	2	166.00	4	168.00	2.00
JONES-LABOVE, LINDA	3724	X50	Inv - III	-	0	-	0	152.00	-	152.00	-
MARTINEZ, MANUEL	3724	X52	Inv - III	-	0	1.00	1	151.00	1	152.00	1.00
NGUYEN, LAN	3724	X50	Inv - III	0.50	1	2.00	1	149.50	2	152.00	2.50
NICHOLAW, DOREEN	3724	X50	Inv - III	6.00	3	6.50	4	147.50	7	160.00	12.50
PHAN, CAN	3724	X53	Inv - III	0.50	1	1.50	1	134.00	2	136.00	2.00
SCHUETT, SONYA	3724	X52	Inv - III	0.25	1	0.25	1	151.50	2	152.00	0.50
SHANNON, KERRY	3724	X52	Inv - III	1.00	2	2.00	2	125.00	4	128.00	3.00
SUN, STEPHEN	3724	X50	Inv - III	3.50	1	1.00	1	155.50	2	160.00	4.50
Sub-total				12.75	11	15.25	13	1,332.00	24	1,360.00	28.00
TOTAL				24.75	41	59.75	47	3,941.50	88	4,026.00	84.50
AVERAGE (Hours / Cases)				0.60		1.27					

**DOMESTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME ACTIVITIES LOG - SEPTEMBER 2002**

Name	Index	Class	Unit	B Victim Notification Hours	B1 NO. of cases notified	C Assessing future probability of defendant committing murder	C1 no. of cases accessed	D Others (not related to DV)	TOTAL NO. OF CASES	TOTAL HOURS (A+B+C+D)	TOTAL DV Hrs.
BARAJAS, LESLI	3724	X50	Inv - I	1.00	2	2.00	2	149.00	4	152.00	3.00
CLEMENTS, TIM	3724	X50	Inv - I	0.50	1	0.50	1	167.00	2	168.00	1.00
KING, MICHAEL	3724	X50	Inv - I	2.00	2	2.00	2	140.00	4	144.00	4.00
KURZENKNABE, MICHELLE	3724	X53	Inv - I	-	0	-	0	162.00	-	162.00	-
LEE, ANTOINE	3724	X53	Inv - I	0.50	1	0.50	1	151.00	2	152.00	1.00
MARSHALL, THOMAS	3724	X53	Inv - I	-	0	-	0	144.00	-	144.00	-
MENSAH, JOSEPH	3724	X52	Inv - I	0.50	1	0.50	1	121.00	2	122.00	1.00
PUCCINELLI, JESSICA	3724	X50	Inv - I	1.00	2	2.00	2	77.00	4	80.00	3.00
RICE, MELISSA	3724	X53	Inv - I	1.00	2	4.00	2	147.00	4	152.00	5.00
Sub-total				6.50	11.00	11.50	11.00	1,258.00	22.00	1,276.00	18.00
BAKER, JIM	3724	X50	Inv - II	0.50	1	-	1	161.50	2	162.00	0.50
DEJESUS, ALYSA	3724	X53	Inv - II	2.25	7	4.00	7	155.75	14	162.00	6.25
DEJESUS, ANDREW	3724	X50	Inv - II	2.25	4	1.00	4	156.75	8	160.00	3.25
DEJESUS, CURZ, RAFAEL	3724	X50	Inv - II	0.50	1	3.00	1	156.50	2	160.00	3.50
GRANSA-ENIS, DEBORA	3724	X52	Inv - II	5.25	3	6.75	3	148.00	6	160.00	12.00
HEGARTY, ERIN	3724	X53	Inv - II	1.50	3	3.75	4	153.75	7	159.00	5.25
MATTSON, EDWARD	3724	X53	Inv - II	1.00	2	3.00	2	156.00	4	160.00	4.00
TRIONE, JOSEPH				13.25	21.00	21.50	22	1,088.25	43	1,123.00	34.75
Sub-total											
DEJESUS, ALYSA	3724	X53	Inv - III	1.00	2	4.00	2	147.00	4	152.00	5.00
JONES-LABOVE, LINDA	3724	X50	Inv - III	4.00	4	8.00	4	134.00	8	146.00	12.00
MARTINEZ, MANUEL	3724	X52	Inv - III	1.50	3	1.50	3	157.00	6	160.00	3.00
NGUYEN, LAN	3724	X50	Inv - III	-	0	-	0	40.00	-	40.00	-
NICHOLAW, DOREEN	3724	X50	Inv - III	4.00	2	14.00	6	62.00	8	80.00	18.00
PHAN, CAN	3724	X53	Inv - III	3.50	7	14.50	9	144.00	16	162.00	18.00
SCHUETT, SONYA	3724	X52	Inv - III	0.50	1	0.25	1	135.25	2	136.00	0.75
SHANNON, KERRY	3724	X52	Inv - III	0.50	1	8.00	2	119.50	3	128.00	8.50
SUN, STEPHEN	3724	X50	Inv - III	-	0	-	0	160.00	-	160.00	-
Sub-total				15.00	20	50.25	27	1,098.75	47	1,164.00	65.25
TOTAL				34.75	52	83.25	60	3,445.00	112	3,563.00	118.00
AVERAGE (Hours / Cases)				0.67		1.39					

**DOMESTIC VIOLENCE TREATMENT SERVICES
PRODUCTIVE HOURS TIME STUDY - June 2001**

Name	Index	Class	Unit	A	B	C	Others	TOTAL	Total DV Hrs.
Cerussi, Jane	3724	X52	Inv - I		1.00	4.50	162.50	168.00	5.50
Clements, T.C.	3724	X50	Inv - I		7.25	6.50	98.25	112.00	13.75
Hull, John M.	3724	X50	Inv - I		0.35	2.25	29.40	32.00	2.60
Johnson, Mike	3724	X50	Inv - I		0.50	2.00	77.50	80.00	2.50
King, Michael	3724	X52	Inv - I		2.00	15.00	143.00	160.00	17.00
Mensah, Joseph ✓	3724	X50	Inv - I		-	-	160.00	160.00	-
Munoz, Sandra	3724	X50	Inv - I		0.50	2.75	156.75	160.00	3.25
					11.60	33.00	827.40	872.00	44.60
Atwell, Dianne	3724	X50	Inv - II		4.00	4.00	162.00	170.00	8.00
Baker, James W.	3724	X50	Inv - II		1.75	1.00	167.25	170.00	2.75
Davis, Douglas P.	3724	X53	Inv - II		0.25	2.00	167.75	168.00	0.25
Demasi, Andrew J.	3724	X53	Inv - II		0.25	2.00	165.75	168.00	2.25
Marquez, Sandra	3724	X53	Inv - II		1.50	6.00	160.50	168.00	7.50
Mattson, Edward	3724	X50	Inv - II		-	-	168.00	168.00	-
Stelle, Thomas A.	3724	X50	Inv - II		3.00	5.00	163.00	168.00	5.00
Trione, Joseph	3724	X52	Inv - II		10.75	10.00	155.00	168.00	13.00
Sub-total					28.00	28.00	1,309.25	1,348.00	38.75
Bates, Deborah S.	3724	X50	Inv - III		1.25	6.00	152.75	160.00	7.25
DeJesus, Alysa	3724	X52	Inv - III		0.50	3.00	164.50	168.00	3.50
Martinez, Manuel	3724	X52	Inv - III		0.50	1.00	166.50	168.00	1.50
Nguyen, Lan T.	3724	X50	Inv - III		0.50	1.50	166.00	168.00	2.00
Phan, Gan ✓	3724	X52	Inv - III				168.00	168.00	-
Robinson, Linda	3724	X52	Inv - III		1.00		167.00	168.00	1.00
Schuetz, Sonya	3724	X52	Inv - III		1.50	8.50	158.00	168.00	10.00
Shannon, Kerry	3724	X52	Inv - III		2.25	5.00	160.75	168.00	7.25
Yoder, Sherry /	3724	X53	Inv - III		7.50	25.00	168.00	168.00	-
Sub-total							1,471.50	1,504.00	32.50
TOTAL				-	29.85	86.00	3,608.15	3,724.00	115.85
AVERAGE (Hours/ 54 cases)				-	0.55	1.59			2.11

DOMESTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME STUDY - May 1999

Name	Index	Class	Unit	A	B	C	Others	Total Hours	TOTAL DV Hrs.
Baker, James	3724	X50	Inv - II		1.00	8.50	150.50	160.00	9.50
Bates, Deborah	3724	X50	Inv - III		2.00	4.25	153.75	160.00	6.25
Boutin, Robert	3739	X50	Inv - II		2.50	1.50	156.00	160.00	4.00
Campbell, Laurie	3724	X50	Inv - II	0.25	0.50	0.25	159.00	160.00	1.00
Ching, Patrick	3724	X52	Inv - III		0.70	12.80	146.50	160.00	13.50
Clawson, Cheryl	3724	X50	Inv - I		2.50	2.00	155.50	160.00	4.50
Fernandez, Christine	3724	X50	Inv - II		0.50	7.00	152.50	160.00	7.50
Gargiulo, Kathy	3724	X52	Inv - I				160.00	160.00	-
Giarretto, Gary	3724	X50	Inv - III		1.00	0.50	158.50	160.00	1.50
Grubbs, Jim (Xhelp)	3724	X50	Inv - II		0.25	9.25	70.50	80.00	9.50
Hayes, Brenda	3724	X50	Inv - III		4.75	13.25	142.00	160.00	18.00
Hill, Jennifer	3724	X52	Inv - III		2.25	12.00	145.75	160.00	14.25
Kurzenknabe, Michelle	3724	X53	Inv - I		0.25	4.75	155.00	160.00	5.00
Lepak, Paul	3724	X50	Inv - I		1.25	8.75	150.00	160.00	10.00
Marcopulos, Donna	3724	X50	No.Co		0.75		159.25	160.00	0.75
Martinez, Manuel	3724	X52	Inv - III		0.50	6.50	153.00	160.00	7.00
Mattson, Edward	3741	X50	Inv - II		0.25	2.25	121.50	124.00	2.50
Mensah, Joseph	3724	X52	Inv - I		1.00	2.00	157.00	160.00	3.00
Montelongo, Virginia	3724	X52	Inv - I		1.25		158.75	160.00	1.25
Nguyen, Lan	3724	X50	Inv - III		0.75	24.25	135.00	160.00	25.00
Nguyen, Tuyet	3724	X52	Inv - III		3.00	52.00	105.00	160.00	55.00
Okamoto, Alice	3724	X52	Inv - II		1.25	3.50	155.25	160.00	4.75
Perez, David	3724	X48	Inv - III			16.00	144.00	160.00	16.00
Rae, Patricia	3724	X52	Inv - III		0.75	8.25	151.00	160.00	9.00
Rocha, Dina	3739	X53	Inv - II		0.17	0.50	159.33	160.00	0.67
Rupprecht, Jeanne	3724	X50	Inv - I			8.75	151.25	160.00	8.75
Rushmeyer, Ann	3724	X53	Inv - II				80.00	80.00	-
Schloetter, William	3724	X50	Inv - III		1.50	12.50	146.00	160.00	14.00
Schwimmer, Joan	3724	X48	Inv - II			1.00	159.00	160.00	1.00
Thomas, Edna	3724	X50	Inv - II		1.50	0.50	158.00	160.00	2.00
Van Groningen, Karen	3724	X50	No.Co	2.00	2.00	2.00	154.00	160.00	6.00
TOTAL				2.25	34.12	224.80	4,502.83	4,764.00	261.17
AVERAGE (Hours/ 48 cases)				0.05	0.71	4.68	93.81		8.42

3349

EXHIBIT P

ROLLER OF CALIFORNIA
BOX 942850, SACRAMENTO, CALIFORNIA 94250

9943

THIS NOTICE IS FOR INFORMATION PURPOSE ONLY.
NO WARRANT WILL BE MAILED.
THE NET PAYMENT AMOUNT WAS ZERO.

AUDITOR-CONTROLLER
COUNTY OF SANTA CLARA
70 W HEDDING ST, EAST WING
SAN JOSE CA 95110

*****.00

E: TREASURER, COUNTY OF SANTA CLARA
NAME: GENERAL FUND

PGM NBR: 00202

ISSUE DATE: 08/03/2006

CLAIM SCHEDULE NBR: MA60752A

REIMBURSEMENT OF STATE MANDATED COSTS

IF YOU HAVE ANY QUESTIONS, PLS. CALL EDUARDO AT (916) 323-0755

ACL : CH641/86 PROG : OPEN MEETING II LOCAL CH641/86

2000/2001 ACTUAL PAYMENT CLAIMED AMT: 3,075,079.00

TOTAL ADJUSTMENTS: (SEE BELOW) .00

TOTAL APPROVED CLAIMED AMT: 3,075,079.00

LESS PRIOR PAYMENTS: .00

PRORATA PERCENT: 100.000000

PRORATA BALANCE DUE: .00

APPROVED PAYMENT AMOUNT: 2,525,079.00

PAYMENT OFFSETS (ACL NBR, NAME, FY, AMT.):

77/78	ABSENTEE BALLOTS CH 77/7	04/05	270,202-
0820-295-0001-2001	CHILD ABDUCT & RECV CH 1	01/02	270,103-
0820-295-0001-2000	CHILD ABDUCT & RECV CH 1	00/01	63,206-
694/75	DEV DISABLE ATTY SER CH	04/05	6,501-
1422/82	PERM ABSENT VOTERS CH 14	04/05	12,563-
183/92	DOM VIOL TREAT CH 183/92	04/05	99,463-
697/92	ALLOC PROP TAX CH697/92	04/05	1,749-
641/86	OPEN MTG-BROWN ACT CH641	04/05	100,876-
1088/88	SEARCH WARRNT: AIDS CH 1	04/05	160,202-
1114/79	NOT GUL INSANITY II CH11	04/05	99,499-
4440-295-0001-2000	SEX VIOL. PREDATORS CH 7	00/01	109,507-
4440-790-0001-1999	SEX VIOL. PREDATORS CH 7	99/00	86,220-
4440-790-0001-1999	SEX VIOL. PREDATORS CH 7	98/99	7,636-
5430-795-0001-2000	DOM VIOL TREAT CH 183/92	00/01	152,644-
5430-795-0001-1999	DOM VIOL TREAT CH 183/92	99/00	380,748-
5430-795-0001	DOM VIOL TREAT CH 183/92	98/99	215,283-
1136/93	OPEN MTG-BROWN ACT CH641	01/02	54,328-
4260-295-0001-2000	AIDS TESTING CH 1597/88	00/01	203-
4260-295-0001	AIDS TESTING CH 1597/88	99/00	321-
4440-295-0001-2001	MENTAL HEALTH/MDSO CH 10	01/02	250-
4260-295-0001-2001	SEARCH WARRNT: AIDS CH 1	01/02	32,675-
9100-295-0001-2001	ALLOC PROP TAX CH697/92	01/02	75,545-
0950-295-0001-2000	INVESTMENT REPORTS CH 78	00/01	11,661-
8100-790-0001-1999	DOM VIOL ARREST POL CH:	97/98	16,247-
0820-295-0001	CHILD ABDUCT & RECV CH 1	99/00	297,447-

NET PAYMENT AMOUNT: .00

ADJUSTMENTS ITEMIZED:

PRIOR PYMT TO/FR ANOTHER PGM

550,000.00-

336

2526
019

331

Exhibit B

**OFFICE OF THE COUNTY COUNSEL
COUNTY OF SANTA CLARA**

70 West Hedding Street
East Wing, 9th Floor
San Jose, California 95110-1770
(408) 299-5900
(408) 292-7240 (FAX)

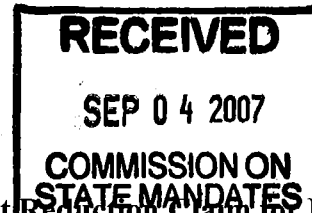


Ann Miller Ravel
COUNTY COUNSEL

Winifred Botha
Robert C. Campbell
Laurie F. Faulkner
ASSISTANT COUNTY COUNSEL

August 30, 2007

Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814



Re: Refiling of County of Santa Clara's Incorrect Reduction Claim for Domestic Violence Treatment Services and Withdrawal of Appeal re Same

Dear Commission:

Pursuant to a telephone discussion with Nancy Patton, we are refiling the Incorrect Reduction Claim ("IRC") filed by the County of Santa Clara for Domestic Violence Treatment Services for the period July 1, 1998 through June 30, 2001. The revised IRC includes the remittance advice issued by the State Controller on August 3, 2006 wherein deductions for the applicable claims were made.

If the Commission accepts the IRC as timely filed, the County will withdraw its appeal of the Commission's decision to reject the IRC as not timely filed.

Thank you for your assistance in this matter. Please contact me if you have any questions.

Very truly yours,

ANN MILLER RAVEL
County Counsel

Lizanne Reynolds
Lizanne Reynolds
Deputy County Counsel

c: Paula Higashi, Executive Director



BETTY T. YEE
California State Controller

Exhibit C

RECEIVED
July 03, 2015
*Commission on
State Mandates*

LATE FILING

July 3, 2015

Heather Halsey
Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

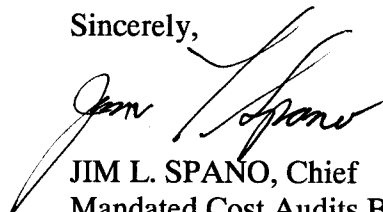
Re: **Incorrect Reduction Claim (IRC)**
Domestic Violence Treatment Services, 07-9628101-I-01
Statutes of 1992, Chapter 183
Fiscal Years: 1998-1999, 1999-2000, 2000-2001
Santa Clara County, Claimant

Dear Ms. Halsey:

The State Controller's Office is transmitting our response to the above-named IRC.

If you have any questions, please contact me by telephone at (916) 323-5849.

Sincerely,


JIM L. SPANO, Chief
Mandated Cost Audits Bureau
Division of Audits

JLP/as

15820

**RESPONSE BY THE STATE CONTROLLER'S OFFICE
TO THE INCORRECT REDUCTION CLAIM (IRC) BY
SANTA CLARA COUNTY**

Domestic Violence Treatment Services

Table of Contents

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Letter from David G. Elledge to Jim L. Spano – January 11, 2006	Tab 4
State Controller's Office Revised Final Audit Report – October 30, 2009 (FY 1998-1999, FY 1999-2000, FY 2000-2001).....	Tab 5
Analysis of Unallowable Salaries and Benefits and Related Indirect Costs (FY 1998-1999, FY 1999-2000, FY 2000-2001).....	Tab 6
Summary of Annual Productive Hours Calculations (FY 1998-1999, FY 1999-2000, FY 2000-2001).....	Tab 7
Samples of County-Provided Time Records	Tab 8
Analysis of County-Provided Time Study Assessing the Future Probability of the Defendant Committing Murder Component	Tab 9
Analysis of County-Provided Time Study Administrative and Regulation Component	Tab 10
Analysis of Claimed Hours and Cases Field Contact Component.....	Tab 11

Note: References to Exhibits relate to the county's IRC filed on August 15, 2007, as follows:

- Exhibit A – PDF page 21
- Exhibit B – PDF page 51
- Exhibit C – PDF page 66
- Exhibit D – PDF page 74
- Exhibit E – PDF page 88

- Exhibit F – PDF page 109
- Exhibit G – PDF page 139
- Exhibit H – PDF page 184
- Exhibit I – PDF page 193
- Exhibit J – PDF page 197
- Exhibit K – PDF page 199
- Exhibit L – PDF page 211
- Exhibit M – PDF page 214
- Exhibit N – PDF page 325
- Exhibit O – PDF page 327
- Exhibit P – PDF page 335

Tab 1

1 **OFFICE OF THE STATE CONTROLLER**

2 Division of Audits

3 3301 C Street, Suite 725

4 Sacramento, CA 95816

5 Telephone No.: (916) 324-8907

6 BEFORE THE

7 COMMISSION ON STATE MANDATES

8 STATE OF CALIFORNIA

9 INCORRECT REDUCTION CLAIM (IRC) ON:

No.: IRC 07-9628101-I-01

10 *Domestic Violence Treatment Services Program*

11 Chapter 183, Statutes of 1992

AFFIDAVIT OF BUREAU CHIEF

12 SANTA CLARA COUNTY,
13 Claimant

14
15
16
17 I, Jim L. Spano, make the following declarations:

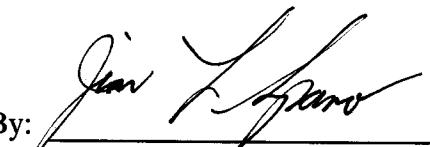
- 18 1) I am an employee of the State Controller's Office (SCO) and am over the age of 18
19 years.
- 20 2) I am currently employed as a bureau chief, and have been so since April 21, 2000.
21 Before that, I was employed as an audit manager for two years and three months.
- 22 3) I am a California Certified Public Accountant.
- 23 4) I reviewed the work performed by the SCO auditor.
- 24 5) Any attached copies of records are true copies of records, as provided by Santa Clara
25 county, or retained at our place of business.

- 1 6) The records include claims for reimbursement, and attached supporting documentation,
2 explanatory letters, or other documents relating to the above-entitled Incorrect Reduction
3 Claim.
4 7) An audit of the claims for fiscal year (FY) 1998-1999, FY 1999-2000, and FY 2000-2001
5 commenced on July 23, 2002 (start letter date), and was completed on February 26, 2004 (final
6 report issue date). The final report was subsequently revised on October 30, 2009.

7 I do declare that the above declarations are made under penalty of perjury and are true and
8 correct to the best of my knowledge, and that such knowledge is based on personal
9 observation, information, or belief.

10 Date: July 3, 2015

11 OFFICE OF THE STATE CONTROLLER

12 By: 

13 Jim L. Spano, Chief
14 Mandated Cost Audits Bureau
15 Division of Audits
16 State Controller's Office
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24
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Tab 2

**STATE CONTROLLER'S OFFICE ANALYSIS AND RESPONSE
TO THE INCORRECT REDUCTION CLAIM BY
SANTA CLARA COUNTY**

**For Fiscal Year (FY) 1998-99, FY 1999-2000, and FY 2000-01
Domestic Violence Treatment Services Program
Chapter 183, Statutes of 1992**

SUMMARY

The following is the State Controller's Office's (SCO) response to the Incorrect Reduction Claim (IRC) that Santa Clara County submitted on August 15, 2007. The SCO audited the county's claims for costs of the legislatively mandated Domestic Violence Treatment Services (Authorization and Case Management) Program for the period of July 1, 1998, through June 30, 2001. The SCO issued its initial final report on February 26, 2004 (**Exhibit A**), and revised it on October 30, 2009 (**Tab 5**).

The county submitted reimbursement claims totaling \$2,027,291—\$698,015 for fiscal year (FY) 1998-99 (**Exhibit E**), \$795,965 for FY 1999-2000 (**Exhibit F**), and \$533,311 for FY 2000-01 (**Exhibit G**). Subsequently, the SCO audited these claims and on February 26, 2004, found that \$1,278,616 is allowable and \$748,675 is unallowable. The county claimed costs that were unsupported and ineligible.

The following table summarizes the initial audit results:

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 1998, through June 30, 1999</u>			
Salaries	\$ 266,062	\$ 186,716	\$ (79,346)
Benefits	83,524	58,610	(24,914)
Total direct costs	349,586	245,326	(104,260)
Indirect costs	348,429	239,656	(108,773)
Subtotal	698,015	484,982	(213,033)
Less other reimbursements	—	(2,250)	(2,250)
Total program costs	<u>\$ 698,015</u>	<u>482,732</u>	<u>\$ (215,283)</u>
Less amount paid by the State ¹		(482,732)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>July 1, 1999, through June 30, 2000</u>			
Salaries	\$ 329,603	\$ 186,852	\$ (142,751)
Benefits	71,246	41,257	(29,989)
Total direct costs	400,849	228,109	(172,740)
Indirect costs	398,858	190,850	(208,008)
Subtotal	799,707	418,959	(380,748)
Less other reimbursements	(3,000)	(3,000)	—
Total program costs	796,707	415,959	(380,748)
Less late filing penalty	(742)	(742)	—
Total program costs	<u>\$ 795,965</u>	<u>415,217</u>	<u>\$ (380,748)</u>
Less amount paid by the State ¹		(415,217)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 2000 through June 30, 2001</u>			
Salaries	\$ 225,786	\$ 161,649	\$ (64,137)
Benefits	50,155	35,902	(14,253)
Total direct costs	275,941	197,551	(78,390)
Indirect costs	260,120	185,866	(74,254)
Subtotal	536,061	383,417	(152,644)
Less other reimbursements	(2,750)	(2,750)	—
Total program costs	<u>\$ 533,311</u>	380,667	<u>\$ (152,644)</u>
Less amount paid by the State ¹		(380,667)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	
<u>Summary: July 1, 1998, through June 30, 2001</u>			
Salaries	\$ 821,451	\$ 535,217	\$ (286,234)
Benefits	204,925	135,769	(69,156)
Total direct costs	1,026,376	670,986	(355,390)
Indirect costs	1,007,407	616,372	(391,035)
Subtotal	2,033,783	1,287,358	(746,425)
Less other reimbursements	(5,750)	(8,000)	(2,250)
Total program costs	2,028,033	1,279,358	(748,675)
Late filing penalty	(742)	(742)	—
Total program costs	<u>\$ 2,027,291</u>	1,278,616	<u>\$ (748,675)</u>
Less amount paid by the State ¹		(1,278,616)	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

The SCO issued a revised final audit report on October 30, 2009 (Tab 5). The SCO's revised final audit report shows an increased in allowable costs of \$100,881 as a result of documentation the county submitted with its IRC. The changes to the audit findings are discussed in the SCO's response to individual items contested by the county. The revised final report shows that of the \$2,027,291 in claimed costs, \$1,379,497 is allowable and \$647,794 is unallowable.

The following table summarizes the revised audit results:

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>July 1, 1998, through June 30, 1999</u>			
Salaries	\$ 266,062	\$ 197,037	\$ (69,025)
Benefits	83,524	61,850	(21,674)
Total direct costs	349,586	258,887	(90,699)
Indirect costs	348,429	252,907	(95,522)
Subtotal	698,015	511,794	(186,221)
Less other reimbursements	—	(2,250)	(2,250)
Total program costs	\$ 698,015	509,544	\$ (188,471)
Less amount paid by the State ¹		(509,544)	
Allowable costs claimed in excess of (less than) amount paid		\$ —	
<u>July 1, 1999, through June 30, 2000</u>			
Salaries	\$ 329,603	\$ 203,573	\$ (126,030)
Benefits	71,246	44,950	(26,296)
Total direct costs	400,849	248,523	(152,326)
Indirect costs	398,858	207,915	(190,943)
Subtotal	799,707	456,438	(343,269)
Less other reimbursements	(3,000)	(3,000)	—
Total program costs	796,707	453,438	(343,269)
Less late filing penalty	(742)	(742)	—
Total program costs	\$ 795,965	452,696	\$ (343,269)
Less amount paid by the State ¹		(452,696)	
Allowable costs claimed in excess of (less than) amount paid		\$ —	
<u>July 1, 2000 through June 30, 2001</u>			
Salaries	\$ 225,786	\$ 177,071	\$ (48,715)
Benefits	50,155	39,327	(10,828)
Total direct costs	275,941	216,398	(59,543)
Indirect costs	260,120	203,609	(56,511)
Subtotal	536,061	420,007	(116,054)
Less other reimbursements	(2,750)	(2,750)	—
Total program costs	\$ 533,311	417,257	\$ (116,054)
Less amount paid by the State ¹		(417,257)	
Allowable costs claimed in excess of (less than) amount paid		\$ —	

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustment</u>
<u>Summary: July 1, 1998, through June 30, 2001</u>			
Salaries	\$ 821,451	\$ 577,681	\$ (243,770)
Benefits	204,925	146,127	(58,798)
Total direct costs	1,026,376	723,808	(302,568)
Indirect costs	1,007,407	664,431	(342,976)
Subtotal	2,033,783	1,388,239	(645,544)
Less other reimbursements	(5,750)	(8,000)	(2,250)
Total program costs	2,028,033	1,380,239	(647,794)
Late filing penalty	(742)	(742)	—
Total program costs	<u>\$ 2,027,291</u>	1,379,497	<u>\$ (647,794)</u>
Less amount paid by the State ¹		<u>(1,379,497)</u>	
Allowable costs claimed in excess of (less than) amount paid		<u>\$ —</u>	

¹ Payment information current as of June 18, 2015.

The county's IRC contests the audit adjustments totaling \$598,847 of the total \$748,675 reported in the initial final audit report. The county believes that it claimed costs that are eligible and supported. As noted above, the SCO revised the audit adjustment based on documentation provided in the IRC and reduced the unallowable costs by \$100,881, from \$748,675 to \$647,794.

The county's IRC does not contest two sub-findings in Finding 1 that pertain to victim notification: (1) the number of letters sent to notify victims regarding the requirement for defendant's participation in a batterer's program for FY 1998-99 and FY 1999-2000 resulting in unsupported direct costs for the audit period of \$10,886 and related indirect costs of \$10,844; and (2) preparation of letters sent to victims for notification of violation of parole, scheduled hearings, and status changes in cases resulting in ineligible direct costs for the audit period of \$61,496 and related indirect costs of \$60,286. The county's IRC also does not contest Finding 2, overstated indirect costs of \$4,066 out of \$41,345 for the audit period and Finding 3, unreported reimbursements of \$2,250 for FY 1998-99.

I. DOMESTIC VIOLENCE TREATMENT SERVICES PROGRAM CRITERIA

Parameters and Guidelines – November 30, 1998

On November 30, 1998, the Commission on State Mandates (Commission) adopted parameters and guidelines Chapter 183, Statutes of 1992, Chapter 184, Statutes 1992, Chapter 28X, Statutes of 1994, Chapter 641, Statutes 1995 (**Exhibit C**). These parameters and guidelines are applicable to the county's FY 1998-99, FY 1999-2000, and FY 2000-01 claims.

SCO Claiming Instructions

The SCO annually issues mandated cost claiming instructions, which contain filing instructions for mandated cost programs. The September 2001 general claiming instructions, section 7, subdivision A (**Tab 3**), provide instructions for calculating productive hourly rates. The September 2001 claiming instructions are believed to be, for the purposes and scope of the audit period, substantially similar to the version extant at the time the county filed its FY 1998-99, FY 1999-2000, and FY 2000-01 mandated cost claims. The SCO issued Domestic Violence Treatment Services Program claiming instructions in February 1999.

II. THE COUNTY OVERCLAIMED SALARIES AND BENEFITS

Issue

The county's IRC contests Finding 1 in the SCO's final audit report issued February 26, 2004. The SCO concluded that the county overstated employee productive hourly wage rates for probation officers and claimed costs that were unsupported or ineligible. The unallowable salaries and benefits total \$355,390 and the related indirect cost total \$349,690. The county believes that it correctly calculated its countywide average annual productive hours and claimed supported and eligible costs.

SCO's Analysis – Hourly Productive Rate:

FY 1998-99 and FY 1999-2000 Related to Probation Officer

The county incorrectly calculated countywide average annual productive hours because it deducted hours applicable to authorized employee break time, classification-specific training, classification-specific staff meetings, and sick leave earned in excess of sick leave taken.

- The county deducted hours applicable to break time based on authorized break time rather than actual break time taken. Furthermore, the county's accounting system did not accurately account for break time taken, did not adjust for employees who worked less than 8-hour days or who worked alternate work schedules, and did not adjust for break time directly charged to program activities.
- The county deducted training hours that benefited two specific classifications rather than general training benefiting all departmental employees. As discussed in the SCO comment section, we believe that even general training should not be reimbursable.
- The county deducted staff meeting hours specific to one classification rather than meetings attended by all departmental employees. As discussed in the SCO comment section, we believe that even general meeting hours should not be reimbursable.
- The county deducted sick leave earned in excess of sick leave taken.

FY 2000-01 Related to Probation Officer

The county incorrectly calculated countywide average annual productive hours because it deducted hours applicable to authorized employee break time, required training, and classification-specific training.

- The county deducted hours applicable to break time based on authorized break time rather than actual break time taken. Furthermore, the county's accounting system did not accurately account for break time taken, did not adjust for employees who worked less than 8-hour days or who worked alternate work schedules, and did not adjust for break time directly charged to program activities.
- The county deducted training time based on hours required by employees' bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended. In addition, the deducted training hours benefited specific departments' employee classifications rather than benefiting all departments. Furthermore, the county did not adjust for training time directly charged to program activities. As noted above, we believe that even general training should not be reimbursable.

County's Response

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATIONS IS INCORRECT

Audit Finding 1 states that the County over-claimed salaries, benefits, and related indirect costs in the amount of \$705,080. This finding was based upon the County's computation of its productive hourly rates for probation officers. The computation was proper and the County requests this Commission reverse Audit Finding 1 to allow for the recovery of costs incurred for this state-mandated program for the reasons discussed below.

1. The County's Productive Hourly Rate Computation Complies with the SCO-Issued General Claiming Instructions.

The computation of an annual productive hourly rate used by the County removes non-productive time spent on authorized breaks, training, and staff meetings. The resulting total countywide annual productive hours of 1571 is the basis for the annual productive hourly rate used in the County's claim.

In the audit report, the SCO relied upon the Mandated Cost Manual for Local Agencies with regard to the productive hourly rate computation. To support its argument that the County's rate was improper, the SCO cited the following test from the Manual:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title,
- The local agency's average annual productive hours, or for simplicity
- An annual average rate of 1,800* hours to compute the productive hourly rate

* 1,800 annual productive hours include:

- Paid Holidays
- Vacation earned
- Informal time off
- Jury duty
- Military leave taken

Relying on this section, the SCO argued that the County's figure of 1571 productive hours was incorrect and that a figure of 1800 hours should have been used. However, the SCO omitted relevant portions of the Manual which indicate that the productive hourly rate can be calculated in three different ways.

A full reading of the Manual indicates that using 1800 hours is not the only approved approach. The manual clearly states that the use of countywide average annual productive hours is also an approved method. The County calculated its average annual productive hours in full compliance with the Manual as issued. The County cannot and should not be penalized for availing itself of an approved, though not often used, option.

To date, the SCO has not been able to cite one reference as to why the County's approach is improper.

2. The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.

The County submits, on average, 25 to 30 claims annually. As these claims are prepared by up to 20 different staff members, the process could easily fall victim to inconsistency in approaches, accuracy and documentation with respect to calculating a productive hourly rate. Recognizing this threat and wanting to create a more reliable county-wide system, the County embarked on the creation of a verifiable and accurate method of establishing a productive

hourly rate through the computation of average productive hours. As a result, the County's methodology improves its SB90 program claiming accuracy, consistency, and documentation. It also facilitates the State audit process because the methodology for the County's annual productive hours calculation is fully documented and supported.

In creating its average annual productive hours, the County carefully ensured that all non-productive time was removed from the total annual hours. In addition to those items suggested by the SCO above, the County removed time spent in training and on breaks. Such revision from the manner suggested by the SCO ensures greater accuracy. The more accurate the computational factors, the more accurate the result. Indeed, in response to the final audit report, the County made further adjustments solidifying the precision of its productive hours computation.

The SCO's main complaint seems to be that the County used authorized break times and required training times rather than actual times spent on these activities. This argument lacks merit.

State law requires that workers be given two fifteen minute break periods per day. Presumably, County employees take these breaks. The presumption that these breaks are taken is no different from the presumption that paid holidays, which are specifically set forth as properly included in the calculation by the SCO, are also taken. Instead of making this presumption, the SCO would have the County employ clock-in, clock-out system for breaks to ensure that the break times do not actually add up to 23 or 32 minutes daily. Such an expenditure of time and costs is unwarranted in light of the statistically invalid difference that may be found between actual break time and the time required break time.

The same argument applies with even greater force to presumption that County employees will undertake the necessary training required for licensure or certification. Such education is more likely to be pursued because of its impact on the employees' licensure or certification and, ultimately, their ability to be employed in their field of training.

The use of a countywide productive hourly rate is explicitly authorized by the State Controller's claiming instructions. The productive hourly rate used by the County for this claim is fully documented and was accurately calculated by the County Controller's Office. All supporting documents for the calculation for countywide productive hours were provided during the state audit.

Further, as shown in the letter of December 27, 2001 from the County Controller to the State Controller's Office, the State was notified years ago that the County was electing to change its state mandated claiming procedures relating to the calculation productive hourly rate. A true and correct copy of this letter is attached as Exhibit I and is incorporated herein by reference. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve state mandate claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims were submitted and accepted during 2002 and 2003 using this methodology. Furthermore, the State Controller has accepted the County's use of countywide productive hours for state mandated claims as evidenced by an e-mail from Jim Spano dated February 6, 2004, a true and correct copy of which is attached hereto as Exhibit J and is incorporated herein by reference.

SCO's Comment

As noted in the Summary section of this document, based on additional information submitted by the county in its IRC, we subsequently revised and reissued the final audit report. The unallowable salaries and benefits and related indirect costs decreased by \$104,417, from \$705,080 to \$600,663 (**Tab 6**). The revisions resulted from reinstating hours previously unallowable. The reinstatement of the costs did not result in any revisions to the productive hourly rate computations.

1. The County's Productive Hourly Rate Computation Complies with the SCO-Issued General Claiming Instructions.

The county states that our final audit report failed to acknowledge the alternative methodologies available to calculate productive hourly wage rates. In the conclusion to its IRC, the county also states that it is being "forced to utilize the standard 1,800 hours." We agree that the SCO's mandated cost manual allows the county to calculate productive hourly wage rates using countywide average annual productive hours. We did not adjust the county's annual productive hours to 1,800 hours; therefore, the county's comments regarding that methodology are not valid.

The county states, "The County cannot and should not be penalized for availing itself of an approved, though not often used, option." The county also states, "The County calculated its average annual productive hourly rates in full compliance with the Manual as issued." The county has not been "penalized" for using an approved methodology. We disagree that the county's calculations fully comply with the claiming instructions and the program's parameters and guidelines. Our audit report explains why the county's calculation is improper.

In addition, the county states that it calculated productive hourly wage rates using 1,571 productive hours during the audit period. The county calculated productive hourly wage rates using 1,515 productive hours for FY 1998-99, 1,515 productive hours for FY 1999-2000, and 1,571.65 productive hours for FY 2001-01. Additionally, the productive hours for FY 1998-99 and FY 1999-2000 that were calculated by the Probation Department were not countywide. Contrary to the county's statement, we did not adjust the county's productive hours to 1,800 hours. We determined that 1690.7 hours for FY 1998-99, 1696.17 hours for FY 1999-2000, and 1692.41 hours for FY 2000-01 were allowable based on county-provided documentation (Tab 7).

2. The County's Computation Results in a More Accurate and Consistent Productive Hourly Rate.

The county's response fails to address the primary audit issues. The county presents an argument that "the SCO would have the County employ a clock-in, clock-out system for breaks." Our audit report includes no such suggestion.

The county deducted authorized break time rather than actual break time taken. It is irrelevant whether the county has correctly presumed that all employees take all authorized break time. The county's accounting system did not consistently limit daily hours reported to 7.5 hours worked or otherwise reflect actual break time taken. In its response to our audit of its Child Abduction and Recovery Program on January 11, 2006 (Tab 4), the county stated "The County has directed all employees to limit the daily reporting of hours work to 7.5 hours when preparing SB 90 claims..."[emphasis added]. This does not constitute consistent break time accounting for all county programs (mandated and non-mandated). In addition, actual mandated program employee time sheets show that employees did not exclude "authorized" break time when reporting hours worked. Furthermore, when calculating the break time deduction for average annual productive hours, the county did not address instances in which employees work less than 8 hours a day and did not address employees who work alternate work schedules. Duplicate reimbursed hours result when employees charge 8 hours daily to program activities, yet the county identifies 0.5 hours daily as nonproductive time in its calculation of countywide average annual productive hours. Samples of county-provided time records supporting 8 hours charged to program activities are attached (Tab 8).

Regarding training hours deducted, the county should not deduct training time either that benefits specific departments or training common to all departments when calculating the countywide productive hours. The county is indirectly claiming reimbursement for ineligible training time by excluding training hours from the county's annual productive hours calculation. Training

specifically related to the mandated program is eligible for reimbursement only if it is specifically identified in the parameters and guidelines as a reimbursable activity. In that case, the mandate-related training should be claimed as a direct cost to the mandated program. The same applies to meeting hours deducted by the county.

The SCO's claiming instructions do not identify training and authorized break time as deductions from total hours for calculating productive hours. The county cannot infer that the SCO accepted its methodology simply because the county notified the SCO of its methodology on December 27, 2001. In addition, the county states that the SCO accepted claims that the county submitted using this methodology in 2002 and 2003. This statement is inaccurate. We audited other county mandated programs and reported this issue in those audit reports. The additional programs audited are: Open Meetings Act, July 1, 1998, through June 30, 2001, report issued February 26, 2004; Sexually Violent Predators, July 1, 1998, through June 30, 2001, report issued July 30, 2004; Absentee Ballots, July 1, 2000, through June 30, 2003, report issued June 30, 2005; and Child Abduction and Recovery, July 1, 1999, through June 30, 2002, report issued March 17, 2006.

Furthermore, the county stated that the SCO accepted the county's methodology in an email from the SCO dated February 6, 2004 (**Exhibit J**). We disagree. While the SCO agreed with the concept of countywide average annual productive hours, the SCO did not concur with the specific methodology presented. The SCO's email states:

The use of countywide productive hours would be acceptable to the State Controller's Office provided all employee classifications are included and productive hours are consistently used for all county programs (mandated and non-mandated).

The SCO's Mandated Cost Manual (claiming instructions), which includes guidelines for preparing mandated cost claims, does not identify the time spent on training and authorized breaks as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training and authorized breaks in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these two components. The accounting system must also separately identify training time directly charged to program activities. Training time directly charged to program activities may not be deducted when calculating productive hours.

The countywide productive hours used by Santa Clara County were not consistently applied to all mandates for FY 2000-01. Furthermore, countywide productive hours used during the audit period include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by employees' bargaining unit agreement and continuing education requirements for licensure/certification rather than actual training hours taken. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period, and therefore, cannot exclude those hours from productive hours.

SCO's Analysis – Unsupported and Ineligible Costs:

Administration and Regulation of Batterers' Treatment Program Activities

The county estimated five hours per month for each of the 10 officers for FY 1998-99 through FY 1998-99 (600 hours) and 11 officers for FY 1999-2000 (660 hours) for providing resources to victims over the telephone. No documentation was provided to substantiate that the activity was performed and time was spent on such activities. The county disagreed with this finding and submitted time study documentation with its IRC. The SCO reviewed the information and subsequently determined that a 15-minute time standard for each new case was allowable in a revised final audit report issued on October 30, 2009 (**Tab 5**).

The county claimed 26 hours for FY 1998-99 and 30 hours for FY 1999-2000 for its Investigative Unit to perform activities related to this component. The county provided no documentation to substantiate the activities performed and time spent on such activities. Furthermore, the SCO auditor's interviews of investigative officers revealed that the Investigative Unit does not perform this function. The county disagreed with this finding. The finding remains unchanged.

The county claimed 536 hours for FY 1999-2000 and 224 hours for FY 2000-01 for staff training. The county provided course rosters and sign-in sheets to substantiate 232 hours claimed for FY 1999-2000 and 224 hours claimed for FY 2000-01 for training by the Probation Department's Certification Unit. However, Probation Department personnel stated that individuals attending the training did not perform activities relating to administration and regulation of the batterer's treatment program. Furthermore, course rosters appeared to be related to general training required by all probation staff rather than specific types of training identified by the program's parameters and guidelines. The county disagreed with this finding in its IRC. Based on the county's response, the SCO reviewed the course content again, and based on clarifying information, subsequently determined the costs were allowable in a revised final audit report issued on October 30, 2009 (Tab 5).

The county claimed 102 hours for FY 1999-2000 and 66 hours for FY 2000-01 for meeting and conferring with criminal justice agencies. The supporting documentation did not identify who attended such meetings and did not substantiate hours claimed. The county disagreed with this finding and submitted additional documentation with its IRC. The SCO reviewed the documentation and subsequently determined that the hours were allowable in a revised final audit report issued October 30, 2009 (Tab 5).

Victim Notification Activities

For FY 1998-99 and FY 1999-2000, the documentation provided by the county did not support the total number of letters sent to notify victims regarding the requirement for the defendant's participation in a batterer's program, to notify victims regarding available resources, and to inform victims that attendance in any program does not guarantee that an abuser will not be violent. The county did not challenge this finding.

For the entire audit period, the county did not support all of the hours it claimed for officers to make field contact with the victims. The county submitted field contact logs to support these hours; however, the total hours claimed did not reconcile to the hours on the field contact logs. The county disagreed with this finding. The finding remains unchanged.

For the entire audit period, the county claimed time spent on preparation of letters sent to victims for notification of (1) violation of probation and (2) schedule hearings and/or status changes in cases. These activities are not reimbursable under the mandate. The county did not challenge this finding.

For FY 2000-01, the county claimed estimated hours spent talking with victims on the telephone. No documentation was provided to substantiate the activities performed or the time spent on such activities. The county disagreed with this finding and submitted time study documentation with its IRC. The SCO reviewed the documentation and subsequently determined that a 15-minute time standard for every new case was allowable in a revised final audit report issued on October 30, 2009 (Tab 5).

Assessing the Future Probability of the Defendant Committing Murder

The county claimed hours that were not supported because it used a FY 1998-99 time study to support time spent performing the mandate activity during FY 1999-2000. The county did not perform a time study during FY 1999-2000. The county did perform a time study for FY 2000-01. The time study results showed that the amount of time spent on this activity had consistently declined from one time study to the next. The county stated that such reduction was due to the learning curve and efficiency of

probation officers performing mandate-related activities. The SCO recalculated the costs for FY 1999-2000 using the average of the FY 1998-99 and FY 2000-01 time study results (**Tab 9**). The county disagreed with this finding in its IRC. The finding remains unchanged.

County's Response

B. AUDIT FINDING NUMBER ONE REGARDING A LACK OF SUBSTANTIATING RECORDS IS INCORRECT

1. The Victim Telephone Contacts Time Was Fully Supported by a Valid Time Study.

The audit report alleges that the time claimed of 5 hours per month, per officer for providing resources to victims via telephone was unsubstantiated. This allegation is erroneous

The county provided a time study of this activity performed in June 2003 which demonstrated that this activity took an average of 15 minutes per case. A true and correct copy of this time study is attached hereto as Exhibit K and is incorporated herein by reference. Extrapolated over the number of cases, this time study average supported the claimed time amounts. As this activity has not changed appreciably over time, the June 2003 time study is a reliable indicator of the time spent in prior years on the same activity.

The SCO failed to recognize that the time study substantiated the County's claims, and consequently, wrongfully disallowed the entire amount claimed for this activity.

2. The Time Claimed by the Investigative Unit was Proper.

The audit report alleges that the time spent by the Investigative Unit offers in administrative activities was improperly claimed, because, through interviews, the SCO became aware that the Investigative Unit does not perform such activities. What the SCO failed to understand and account for is the fact that employees differ in how they characterize their activities. For example, one employee may characterize a task an administrative activity, and another employee may characterize the same task as an on-site evaluation. The difficulty involved with the breaking down of a program into its component activities and classifying those into groups should be apparent to the SCO. All paperwork necessary to substantiate claims is open to human error through interpretation. In this instance, the understanding of the probation officers was that on-site evaluation was an administrative function. Regardless of how the activity may have characterized, the activity is reimbursable and, therefore, the County properly included in its claim. The amount should not have disallowed by the SCO.

3. The Training Costs Were Properly Claimed and Supported.

The audit report initially alleged that there was nothing to support the link between the training costs and the mandated activities. The County provided the SCO with attendance rosters and copies of the training outline. The SCO then revised its finding to allege that no nexus was established between the employees who attended meetings and their involvement in the Domestic Violence program. However, as explained in the declaration of Rita Loncarich, the County only included in its claim those training costs associated with unit members performing activities associated with the Domestic Violence Treatment program and other officers requiring such domestic violence training. A true and correct copy of the declaration of Ms. Loncarich is attached hereto as Exhibit L, and is incorporated herein by reference.

4. The Meeting Costs Were Properly Claimed and Supported.

The audit report further alleges that no documentation was provided to support the attendance of two officers at meetings with other criminal justice agencies. This allegation is incorrect. The County submitted meeting records to support the attendance of the officers. A true and correct copy of these meeting records is attached hereto as Exhibit M and is incorporated herein by reference. Thus the SCO wrongfully disallowed these costs.

5. The Field Contact Costs Were Properly Claimed and Supported.

The audit report also alleges that the costs for the probation officers to make field contact with victims was not supported by contact logs provided by the County. Although the logs did not account for all of the time claimed, the SCO and County agreed that one hour per visit was reasonable and thus the County was able to support 131 hours in FY 1999-99, 343 hours in FY 1999-2000, and 435 hours in FY 2000-01 as set forth in the declaration of Julie Tong. A true and correct copy of the declaration of Ms. Tong is attached hereto as Exhibit N and incorporated herein by reference. The SCO failed to mention, let alone honor this agreement in the final audit report.

The real issue lies in the time period from July 1998 to January 1999. Unfortunately, the documents supporting the field contacts made during this time period have been purged. The balance of the fiscal year yielded 111 eligible cases of 209 or 53% eligibility. Applying the 53% eligibility ratio to the 213 cases purged would be a fair resolution and would result in an additional 112 cases to be claimed during that fiscal year.

The SCO failed to recognize the logs for the February through June 1999 period, failed to adhere to its agreement as to claimable time and in so doing wrongfully disallowed the entire amount claimed for this activity.

6. The Victim Telephone Contacts Time Was Fully Supported by a Valid Time Study.

The audit report alleged that the County provided no documentation to support the time spent on the telephone with victims. This is inaccurate. The County provided a time study conducted in June 2003 to substantiate the amount of time claimed for this activity. (See Exhibit K). Therefore, the SCO wrongfully disallowed the entire amount claimed for this activity.

7. The Assessment Costs Were Properly Supported by a Valid Time Study.

The audit report alleged that the assessments of defendants in FY 1999-00 took less time than the County claimed. The County submitted two time studies in support of its claimed costs—one performed in 1998-99 and another in 2000-01. The time necessary to perform reimbursable activities decreased from the first time study to the second. Based upon that decrease in time, the SCO rejected the application of the 1998-99 time study to FY 1999-00. The County subsequently used quarterly time logs to substantiate the time claimed, true and correct copies of which are attached hereto as Exhibit O and are incorporated herein by reference. The SCO failed to review the time logs in conjunction with claimed costs and allow those costs heretofore disallowed.

SCO's Comment

1. The Victim Telephone Contacts Time Was Fully Supported by a Valid Time Study.

The county submitted additional time study documentation with its IRC (**Exhibit K**). The SCO reviewed the time study and accepted the 15-minute time standard. However, applying the time standard to all cases in the Domestic Violence Unit during the year was rejected as unreasonable. Once the defendant is assigned to the Probation Department, the department sends letters notifying victims of available resources. Therefore, the presumption is that victims' contact with the department would ensue shortly after receipt of the letters. The more appropriate units to apply the 15-minute time standard would be to new cases assigned during the year. The SCO issued a revised final report on October 30, 2009, allowing 324.25 hours for FY 1998-99 and 165 hours for FY 1999-2000. The revision resulted in a \$20,311 increase in allowable salaries and benefits (\$13,561 for FY 1998-99 and \$6,750 for FY 1999-2000) (**Tab 5**). Related indirect costs totaled \$20,232.

2. The Time Claimed by the Investigative Unit was Proper.

The finding remains unchanged. The county claimed 26 hours for FY 1998-99 and 30 hours for FY 1999-2000 for the Probation Department's Investigative Unit to perform activities for the administration and regulation component of the mandate. The county claimed these hours based on a time study conducted in May 1999. Thirty-one officers participated in the time study. Of the 31 officers recording time, only two indicated hours for the administrative component, totaling 2 hours and 15 minutes. The 2.25 hours were divided by the 48 cases in the unit for the month of May 1999, which generated a time standard of 0.05 hours for the function. The time standard was then multiplied by the total number of cases for each fiscal year to arrive at claimed hours (Tab 10).

The primary function of the probation officers in the Investigation Unit is to write pre-sentencing reports for the court's consideration. We interviewed 10 officers, five of whom participated in the time study about their duties. All 10 officers claimed that administrative duties were not part of their job. The county claims that the two officers recording time for administration and regulation were probably assisting the deputy probation officer (DPO) or the supervising probation officer (SPO) in conducting on-site evaluations. The time study did not allow a description of the activity under each listed component. Given the oral statements of the 10 officers, we believe that the two officers miscoded their time.

3. The Training Costs Were Properly Claimed and Supported.

The county claimed 536 hours for FY 1999-2000 and 224 hours for FY 2000-01 for staff training. The county initially provided course rosters and sign-in sheets to substantiate 232 hours in FY 1999-2000 and 224 hours in FY 2000-01. The documentation was not clear as to how the training related to mandated activities. Based on the county's response in the IRC, the SCO revisited the issue and re-reviewed the course content of the STC domestic violence training class. The SCO determined that the course topics fall within the allowable training activities of the program's parameters and guidelines. Of the 57 probation officers receiving training, 11 were assigned to the Domestic Violence Treatment Services Program during the audit period, per the declaration of Rita Loncarich (Exhibit L). The remaining probation officers were assigned to General Supervision and Investigation, which also handles domestic violence related charges. The SCO determined that all documented training hours were allowable and issued a revised final audit report on October 30, 2009 (Tab 5). The revision resulted in an increase of \$18,867 in allowable salaries and benefits (\$9,491 for FY 1999-2000 and \$9,376 for FY 2000-01). Related indirect costs totaled \$18,283.

4. The Meeting Costs Were Properly Claimed and Supported.

The county submitted additional documentation with its IRC (Exhibit M). The SCO reviewed managerial reports submitted by the county and reinstated 102 meeting hours for FY 1999-2000 and 66 meeting hours for FY 2000-01 in the revised final report issued October 30, 2009 (Tab 5). The revision resulted in a \$6,936 increase in allowable salaries and benefits (\$4,173 for FY 1999-2000 and \$2,763 for FY 2000-01). Related indirect costs totaled \$6,757.

5. The Field Contact Costs Were Properly Claimed and Supported.

The finding remains unchanged. Contrary to what the county alleges, the SCO allowed one hour per field contact case supported with field contact logs, which totaled 131 hours for FY 1998-99, 343 hours for FY 1999-2000, and 435 hours for FY 2000-01. This amount is what the declaration of Ms. Tong validates. The SCO determined that 909 cases were allowable for the audit period, which resulted in allowable costs totaling \$37,719 in salaries and benefits and \$36,588 in related indirect costs (Tab 11).

The issue here, as identified by the county, primarily pertains to FY 1998-99. From January through June 1999, the auditor validated 111 of the 240 cases reviewed. These 111 cases were allowed for reimbursement. The files were purged for the first half of the fiscal year, July through December. From the county's summary schedule for that period, 182 cases were listed for that time period. The auditor tested 72 cases (approximately 40%) and traced these cases to the county's system to review the field officers' field visit log comments. Out of 72 cases tested, only 8 cases were validated. This represents a pass rate of 11%, which was applied to the remaining 182 cases to yield an additional 20 cases (**Tab 11**). This methodology is a more valid approach to approximate valid purged cases than the one proposed by the county.

6. The Victim Telephone Contacts Time Was Fully Supported by a Valid Time Study.

The county submitted additional time study documentation with its IRC (**Exhibit K**). The SCO reviewed the time study and accepted the 15-minute time standard. The SCO applied the hours to 641 new cases in the Domestic Violence Unit, resulting in 160.25 allowable hours for victim telephone contacts. The SCO issued a revised final audit report on October 30, 2009, increasing allowable salaries and benefits by \$6,708 for FY 2000-01 (**Tab 5**). The related indirect costs totaled \$6,323.

7. The Assessment Costs Were Properly Supported by a Valid Time Study.

The finding remains unchanged. The county used FY 1998-99 time study to support time performing this activity during FY 1999-2000 (4.68 hours per case). The county did not conduct a time study for FY 1999-2000; however, the county did conduct a time study for FY 2000-01 (1.59 hours per case). The time study results showed that the amount of time spent on this activity had consistently declined from one time study to the next. The county stated that such a reduction was due to the learning curve and the efficiency of probation officers performing the assessment. The SCO trend analysis revealed that the average of the FY 1998-99 and the FY 2000-01 time study result should more closely approximate actual time for FY 1999-2000 (3.14 hours per case) rather than the FY 1998-99 time study results claimed by the county (**Tab 9**). The 2003 quarterly time logs submitted by the county further bolster the SCO's position. The average time to assess defendants continued to decline. The average time for 2003 was 1.47 hours per case.

III. OVERSTATED INDIRECT COSTS

The county claimed indirect costs using overstated indirect cost rates. The county revised its countywide cost allocation plan but did not apply the revised amounts used when computing the indirect cost rate, resulting in an overstated indirect costs rate. The auditor recomputed the indirect costs by multiplying the allowable salaries and benefits costs to the revised indirect costs rates.

We recalculated the overstated indirect costs based on the revised amounts identified in Finding 1. Consequently, overstated indirect costs increased by \$3,536 from \$41,345 to \$44,881 (**Tab 6**).

IV. UNREPORTED REIMBURSEMENTS

The county did not report offsetting reimbursements for FY 1998-99 totaling \$2,250. The county agreed with this finding.

V. CONCLUSION

The State Controller's Office (SCO) has completed an audit of the claims filed by Santa Clara County for costs of the legislatively mandated Domestic Violence Treatment Services program (Chapter 183, Statutes of 1992) for the period of July 1, 1998, through June 30, 2001.

The county claimed \$2,027,291 (\$2,028,033 less a \$742 penalty for filing a late claim) for the mandated program. Our audit found that \$1,379,497 is allowable and \$647,794 is unallowable. The costs are unallowable primarily because the county claimed unsupported and ineligible costs.

The county over-claimed salaries and benefits by \$302,568 for the audit period. The claimed costs consist of three components: (1) administration and regulation of batterer's treatment programs, (2) victim notification, and (3) assessment of the future probability of the defendant committing murder. The related indirect cost is \$298,095. The reasons for the overstatement are as follows:

- The county overstated its productive hourly rates for its probation officers. For FY 1998-99 and FY 1999-2000, the productive hours used to calculate the rate excluded hours that should have been considered productive (e.g. training, authorized breaks, staff meetings, and sick leave earned in excess of sick leave taken). For 2000-01, the county used countywide productive hours that excluded hours that should have been considered productive (e.g., required training and authorized breaks). These deductions significantly understated the Probation Department's productive hours, resulting in an overstatement of the claimed productive hourly rates.
- The county overstated the hours of providing resources to victims via telephone contact by 1,270.5 hours for the audit period. The time study standard of 15 minutes applied to new cases in the unit only substantiated 649.50 hours, instead of the 1,920 hours claimed.
- The county overstated the hours for its Investigative Unit to perform the Administration and Regulation component by 56 hours in FY 1998-99 and FY 1999-00. The county's time study was inadequate. Moreover, the SCO auditor's interviews with investigative officers revealed that the Investigative Unit does not perform this function.
- The county overstated training hours by 304 hours in FY 1999-2000 and FY 2000-01. The overstated hours were not supported by course rosters or sign-in sheets. Supporting documentation substantiated 456 hours, instead of the 760 hours claimed.
- The county did not support the total number of letters sent to notify victims regarding the requirement for defendant's participation in a batterer's program. The county does not contest unsupported hours of 232 claimed in FY 1998-99 and FY 1999-00.
- The county claimed 1,325 hours for all audited years for unallowable activities of preparation of letters sent to victims for (1) notification of violation of parole, and (2) scheduled hearings and/or status changes in cases. The county does not contest this finding.
- The county overstated field contact hours by 408 hours for the audit period. The overstated hours were primarily found in FY 1998-99, when the county purged one-half of its cases from the files.
- The county overstated assessment activity by 978 hours and victims' resources activity by 52 hours. The overstated hours were in FY 1999-2000. The county used a time study from the previous fiscal year to support its claim. The SCO averaged the two time studies conducted in FY 1998-2000 and FY 2000-01 to determine the allowable hours for FY 1999-2000.

In addition, the county overstated indirect cost by \$44,881 and did not report \$2,250 in offsetting reimbursements.

The Commission should find that: (1) the SCO correctly reduced the county's FY 1998-99 claim by \$188,471; (2) the SCO correctly reduced the county's FY 1999-2000 claim by \$343,269; and (3) the SCO correctly reduced the county's FY 2000-01 claim by \$116,054.

VI. CERTIFICATION

I hereby certify by my signature below that the statements made in this document are true and correct of my knowledge, or, as to all other matters, I believe them to be true and correct based upon information and belief.

Executed on July 3, 2015, at Sacramento, California, by:



Jim L. Spano, Chief
Mandated Cost Audits Bureau
Division of Audits
State Controller's Office

Tab 3

7. Direct Costs

A. Direct Labor – Determine a Productive Hourly Rate

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following:

- Actual annual productive hours for each job title
- The local agency's average annual productive hours or, for simplicity,
- An annual average of 1,800 * hours to compute the productive hourly rate.

If actual annual productive hours are chosen, show the factors affecting total hours worked.

The following method is used to convert a biweekly salary to an equivalent productive hourly rate for a 40 hour week.

$$(\text{Biweekly Salary} \times 26) / 1,800 * = \text{Equivalent Productive Hourly Rate}$$

If for example, the salary for a particular job title was \$935.00 biweekly, the equivalent productive hourly rate would be:

$$(\$935 \times 26) / 1,800 * = \$13.51 \text{ Equivalent Productive Hourly Rate}$$

The same methodology may be used to convert weekly, monthly, or other salary periods:

- Convert the salary to an annual rate.
- Divide by the allowable annual productive hours for that position.

* 1,800 annual productive hours include:

- Paid holidays
- Vacation earned
- Sick leave taken
- Informal time off
- Jury duty
- Military leave taken

B. Calculating an Average Productive Hourly Rate

In those instances where the claiming instructions suggest that a unit cost be developed for use as a basis of claiming costs mandated by the State, the direct labor component of the unit cost should be expressed as an average productive hourly rate and can be determined as follows:

Example: Average Productive hourly Rate Computation

	Average Time	Productive Hourly Rate	Total Cost by Employee
Employee A	1.25 hrs	\$6.00	\$7.50
Employee B	0.75 hrs	4.50	3.38
Employee C	3.50 hrs	10.00	35.00
Total	5.50 hrs		\$45.88

Average Productive hourly Rate is \$45.88/5.50 hrs. = \$8.34

Tab 4

County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center
70 West Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 280-8620



DATE: January 11, 2006

TO: Jim L. Spano
Chief, Compliance Audits Bureau,
State Controller's Office, Division of audits,
Post Office Box 942850,
Sacramento, CA 94250-5874

FROM: David G. Elledge
Controller-Treasurer *David G. Elledge*

RE: SB90 Mandate - Child Abduction and Recovery Program -
Draft audit report

Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Child Abduction and Recovery Program. We agree to all the findings mentioned in the report except as annotated below. We request your reconsideration of the disputed audit findings in light of our reply and request the State Controller's Office to rework the numbers in the report, accordingly.

FINDING 1- Overstated salary, benefit, and related indirect cost

Response to calculation of Countywide Productive hour rates

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program states: -

Audit: In calculating the countywide productive hours, the county included unallowable deductions for training and authorized break time. The county deducted estimated training time based on hours required by employee's bargaining unit agreements and/or continuing education requirements for licensure/certification rather than actual training hours attended.

Response: We would like to point out an anomaly in the above argument. The first part of the paragraph mentions that the training and authorized break time are both unallowable whereas the second part of the paragraph states that the County deducted training time pertaining to required licensure/certification rather than actual training hours. Therefore, the State has determined that the exclusion of training time from

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, James T. Reall, Jr., Liz Kriss
County Executive: Peter Kuras, Jr.

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productive hours is appropriate and allowable, as long as the exclusion is documented based on actual training hours received. The comments proceed further to state that the County deducted authorized break time rather than actual break time taken. Therefore, as with training time, the State has agreed that the exclusion of actual break-time from the calculation of productive hours is allowable.

The issue therefore boils down to the State audit acceptance of the Countywide productive hours as a valid policy so long as both the training hours and break time are based on actual. We proceed to answer these two specific points as below:

Training Time

The County first implemented the countywide calculation of productive hours in FY 2000-01. Claims filed for this fiscal year were based on calculations that included training time received by employees as reported by County departments, based on collective bargaining agreements or rosters related to actual training sessions that were conducted. For all subsequent fiscal years, the County has modified the automated payroll system to capture actual hours of training by individual employee for all County departments. Subsequent actual training time hours recorded in the later years do clearly indicate and substantiate that there is not much of a variation between the data based on collective bargaining agreements and actual recorded by a new system. We brought this to the notice of the State auditors during discussion. We therefore suggest that the training hours excluded in the calculation of Countywide Productive hour policy be accepted by the audit and this audit point dropped.

Regarding the second issue on training time of the audit points above-

"the deducted training hours benefit specific departments' employee classifications rather than the employee classifications of all departments,

We would like to point out that the Countywide Productive hour policy as allowed by the claiming instructions is not *department specific* but *County specific* and as such the calculation will have to be based on employee specifications of all departments only and not based on the specific department. Therefore we reiterate that our countywide productive hour policy satisfies the State Controller claiming instructions and we request the audit to drop this point.

Break Time

Break time was similarly calculated, based on requirements of collective bargaining agreements and State law. The issue now raised by the audit is recording of actual break time and this issue was amply dealt by us in our earlier responses to State Audit reports on other SB90 programs. We briefly summarize our position as below:

While our automated payroll system can accommodate a change, we believe the additional time and cost of recording such information would exceed the value of the information obtained, since it can readily be determined by simple calculation. This conclusion is consistent with OMB A-87 cost allocation principles, which limit the effort

expected of state and local governments to calculate indirect costs when such costs are "... not readily assignable...without effort disproportionate to the results achieved." In the case of daily break-time required by both State law and collective bargaining agreements, the recording of actual break-time taken twice daily by more than 15,000 employees during 250 workdays per year would not result in the determination of a materially different amount of actual time taken than could be readily calculated pursuant to the 30 minute daily standard specified by the collective bargaining agreements. Further, because the County has directed all employees to limit the daily reporting of hours worked to 7.5 hours when preparing SB 90 claims, the effect of not allowing the County to exclude one-half hour per day break-time from the productive hour calculation would be to increase the hours charged to SB 90 claims by the same one-half hour per day for all claims involving full-day charges. This may result in extra work without any commensurate advantages or savings in costs claimed.

According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, etc., all of which are paid and form part of the total available hours, should be excluded for the calculation of productive hours to get an accurate countywide productive hours as explained to the State Controller audit staff in several meetings. We produced the necessary documents in support of our calculation of the countywide productive hourly rate to the State audit staff. We believe that the State Controller's SB 90 claiming instructions explicitly approve the usage of the same by showing examples of excludable times one of which is informal time off.

Further, before the introduction of countywide productive hour policy in the County of Santa Clara in our letter of December 27, 2001, we informed the State Controller that the County was electing to change its SB 90 claiming procedures related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average countywide productive hours per position would improve SB 90 claiming accuracy, consistency, and documentation and facilitates the State audit function. Consequently, several claims have been submitted and accepted during the past years using the countywide methodology. We advised state audit staff and provided a copy of the County's letter dated December 27, 2001 and explained our understanding of the SB 90 instructions pertaining to the calculation of productive hours.

During the audit of this claim, State auditors were unable to provide any written State procedures, regulations or other legal authority to refute our interpretation of Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Lastly, all claiming departments stand advised of these procedures and the County Controller's Office is responsible for the annual calculation of County-wide productive hours and has done so for the past four fiscal years. These procedures are already a part of the County Controller's accounting policies and have been used on all SB 90 claims since FY 2000-01.

We reiterate that the State guidelines do permit the deduction of training and authorized breaks for calculation of productive hours. The State Manual states that 'Informal time off' as one item to be considered for calculation of local agency's average annual productive hours. We state that this item includes the authorized break time also.

Regarding actual training hours as against the "certification required training time", our payroll accounting system identifies all the actual training time spent by all staff members of the county in the biweekly payroll procedure by separate cost codes. We do not include any training time directly charged to programs again in calculating the productive hours to ensure avoiding double recovery of costs.

Further, we have filed an Incorrect Reduction Claim with the Commission on State Mandates on this issue and the claim is yet to be heard.

We therefore request you to reconsider your views on the usage of countywide productive hourly rate policy and rework the numbers in the report to reflect the correct costs allowed.

FINDING 2 - Unallowable salary, benefit, and related indirect cost

Response to the disallowance of certain employees

The State Controller's draft audit report pertaining to the County's SB 90 Child Abduction and Recovery Program stated the following with the county response following each paragraph:

Audit: The county did not provide time logs to support hours claimed for certain employees. The salary and benefit costs for one of these employees, a legal clerk, were also included in the county's indirect cost pool. For the remaining employees, the time logs provided did not support mandate-related hours claimed. The county was unable or unwilling to reconcile claimed hours to employee time logs.

Response: Employees without time logs worked full-time on mandated programs, and payroll documentation should be used to substantiate the hours claimed. The Legal Clerk referenced worked full-time on mandated programs and was correctly counted as direct, but inadvertently also included in the indirect pool. Her time should be included as direct and the indirect pool adjusted accordingly. We agree to this adjustment.

For some employees where time log material was not considered adequate to support the claimed hours, we assert that the claimed hours are substantially correct. But the documentation was incomplete and did not help corroboration. In order to substantiate the claimed costs and support our assertion we conducted and presented a current time-study. The results support the claimed hours. We have furnished the time study documents to the audit staff. We did not receive a response.

Audit: We calculated allowable employee hours based on mandate-related hours supported by employee time logs. Subsequently, the county submitted a time study and requested that we instead rely on the time study as supporting documentation for all

salary and benefit costs claimed. We concluded that the time study is not competent evidence to replace contemporaneous time logs. However, we reviewed the time study to determine whether the time study supports salary and benefit costs claimed for employees who did not have contemporaneous time logs.

We concluded that the county's time study does not adequately support salary and benefit cost claims for the following reasons.

- The county did not identify how the time period studies was representative of the fiscal year.*
- The county did not summarize the time study results and show how the county could project the results to the approximate actual costs for the audit period.*
- The Child Abduction and Recovery Program mandated activities require a varying level of effort; therefore, a time study is not appropriate to document mandate-related time.*

Response:

We do not concur with any of the reasons for disallowance and we explain our response as below:

- The time-study plan and proposal submitted annotated that the time period studied was a representative subset of a full fiscal year and that no substantial staffing or workload changes occurred since the audited years.
- The results were summarized for the period of the time-study, and could be extrapolated for the audit years without difficulty.
- The Child Abduction and Recovery Program does not require a varying level of effort as was stated by the audit. Its workload and staffing have remained essentially constant throughout.

We therefore request you to reconsider your views on the usage of the time-study and accept the same and rework the numbers in the report to reflect the correct costs allowed.

Tab 5

SANTA CLARA COUNTY

Revised Audit Report

DOMESTIC VIOLENCE TREATMENT SERVICES PROGRAM

Chapter 183, Statutes of 1992

July 1, 1998, through June 30, 2001



JOHN CHIANG
California State Controller

October 2009



JOHN CHIANG
California State Controller

October 30, 2009

Liz Kniss, President
Board of Supervisors
Santa Clara County
70 West Hedding Street
San Jose, CA 95110-1705

Dear Ms. Kniss:

The State Controller's Office (SCO) has completed an audit of the claims filed by Santa Clara County for costs of the legislatively mandated Domestic Violence Treatment Services Program (Chapter 183, Statutes of 1992) for the period of July 1, 1998, through June 30, 2001. This revised report supersedes our previous report issued February 26, 2004. We revised the final report to increase allowable costs by \$100,881 as a result of documentation the county included in an Incorrect Reduction Claim filed with the Commission on State Mandates.

The county claimed \$2,027,291 (\$2,028,033 less a \$742 penalty for filing a late claim) for the mandated program. Our audit disclosed that \$1,379,497 is allowable and \$647,794 is unallowable. The costs are unallowable because the county claimed unsupported and ineligible costs. The State paid the county \$1,278,616. Allowable costs exceed the amount paid by \$100,881.

If you have any questions, please contact Jim L. Spano, Chief, Mandated Cost Audits Bureau, at (916) 323-5849.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/sk:vb

cc: John S. Guthrie, Director of Finance
Santa Clara County
Ram Venkatesan, SB 90 Coordinator
Santa Clara County
Vinod Sharma, Controller-Treasurer
Santa Clara County
Todd Jerue, Program Budget Manager
Corrections and General Government
Department of Finance

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Revised Audit Report

Summary

The State Controller's Office (SCO) has completed an audit of the claims filed by Santa Clara County for costs of the legislatively mandated Domestic Violence Treatment Services Program (Chapter 183, Statutes of 1992) for the period of July 1, 1998, through June 30, 2001.

The county claimed \$2,027,291 (\$2,028,033 less a \$742 penalty for filing a late claim) for the mandated program. Our audit disclosed that \$1,379,497 is allowable and \$647,794 is unallowable. The costs are unallowable because the county claimed unsupported and ineligible costs. The State paid the county \$1,278,616. Allowable costs exceed the amount paid by \$100,881.

Background

Penal Code sections 273.5, 1000.93 through 1000.95, and 1203.097 (repealed, added, or amended by Chapters 183 and 184, Statutes of 1992; Chapter 28, Statutes of 1994; and Chapter 641, Statutes of 1995) provide that if an accused is convicted of a domestic violence crime and granted probation as part of sentencing, the defendant is required to successfully complete a batterer's treatment program as a condition of probation.

The Commission on State Mandates (CSM) determined that probation is a penalty for conviction of a crime. The successful completion of probation is required before the unconditional release of the defendant. If the defendant fails to successfully complete a batterer's treatment program, the legislation subjects the defendant to further sentencing and incarceration.

Since the Legislature changed the penalty for domestic violence crimes by changing the requirements for probation, the CSM determined that the "crimes and infractions" disclaimer in Government Code section 17556, subdivision (g), applies. The CSM concluded that subdivision (g) applies to those activities required by the legislation that are directly related to the enforcement of the statute, which changed the penalty for a crime.

On April 23, 1998, the CSM determined that Chapters 183 and 184, Statutes of 1992; Chapter 28, Statutes of 1994; and Chapter 641, Statutes of 1995; imposed a state mandate reimbursable under Government Code section 17561.

The program's parameters and guidelines establish the state mandate and define reimbursement criteria. The CSM adopted the parameters and guidelines on November 30, 1998. In compliance with Government Code section 17558, the SCO issues claiming instructions to assist local agencies and school districts in claiming mandated program reimbursable costs.

**Objective, Scope,
and Methodology**

We conducted the audit to determine whether costs claimed represent increased costs resulting from the Domestic Violence Treatment Services Program for the period of July 1, 1998, through June 30, 2001.

Our audit scope included, but was not limited to, determining whether costs claimed were supported by appropriate source documents, were not funded by another source, and were not unreasonable and/or excessive.

We conducted this performance audit under the authority of Government Code sections 12410, 17558.5, and 17561. We did not audit the county's financial statements. We conducted the audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We limited our review of the county's internal controls to gaining an understanding of the transaction flow and claim preparation process as necessary to develop appropriate auditing procedures.

Conclusion

Our audit disclosed instances of noncompliance with the requirements outlined above. These instances are described in the accompanying Revised Summary of Program Costs (Schedule 1) and in the Revised Findings and Recommendations section of this report.

For the audit period, Santa Clara County claimed \$2,027,291 (\$2,028,033 less a \$742 penalty for filing a late claim) for costs of the Domestic Violence Treatment Services Program. Our audit disclosed that \$1,379,497 is allowable and \$647,794 is unallowable.

The State paid the county \$1,278,616. Our audit disclosed that \$1,379,497 is allowable. The State will pay allowable costs claimed that exceed the amount paid, totaling \$100,881, contingent upon available appropriations.

**Views of
Responsible
Official**

We issued a final report on February 26, 2004. The county disagreed with Finding 1 and agreed with the remaining findings. The county's response is included as an attachment to this audit report.

Subsequent to the issuance of the final audit report, the county filed an Incorrect Reduction Claim (07-9628101-I-01) with the CSM. Based on documentation submitted with the IRC, we revised Finding 1, increasing allowable costs by \$100,881 (\$52,822 in salaries and benefits and \$48,059 in related indirect costs). On July 30, 2009, we informed Ram Venkatesan, SB 90 Coordinator, of the revisions and the reissuance of the final audit report. He replied via e-mail on September 1, 2009, and stated that the county declines to comment on the revised findings.

Restricted Use

This report is solely for the information and use of Santa Clara County, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

October 30, 2009

**Revised Schedule 1—
Summary of Program Costs
July 1, 1998, through June 30, 2001**

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustments</u>	<u>Reference ¹</u>
<u>July 1, 1998, through June 30, 1999</u>				
Direct costs:				
Salaries	\$ 266,062	\$ 197,037	\$ (69,025)	Finding 1
Benefits	83,524	61,850	(21,674)	Finding 1
Total direct costs	349,586	258,887	(90,699)	
Indirect costs	348,429	252,907	(95,522)	Findings 1,2
Total direct and indirect costs	698,015	511,794	(186,221)	
Less other reimbursements	—	(2,250)	(2,250)	Finding 3
Total program costs	<u>\$ 698,015</u>	<u>509,544</u>	<u>\$ (188,471)</u>	
Less amount paid by the State		(482,732)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 26,812</u>		
<u>July 1, 1999, through June 30, 2000</u>				
Direct costs:				
Salaries	\$ 329,603	\$ 203,573	\$ (126,030)	Finding 1
Benefits	71,246	44,950	(26,296)	Finding 1
Total direct costs	400,849	248,523	(152,326)	
Indirect costs	398,858	207,915	(190,943)	Findings 1,2
Total direct and indirect costs	799,707	456,438	(343,269)	
Less other reimbursements	(3,000)	(3,000)	—	
Subtotal	796,707	453,438	(343,269)	
Less late claim penalty	(742)	(742)	—	
Total program costs	<u>\$ 795,965</u>	<u>452,696</u>	<u>\$ (343,269)</u>	
Less amount paid by the State		(415,217)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 37,479</u>		
<u>July 1, 2000, through June 30, 2001</u>				
Direct costs:				
Salaries	\$ 225,786	\$ 177,071	\$ (48,715)	Finding 1
Benefits	50,155	39,327	(10,828)	Finding 1
Total direct costs	275,941	216,398	(59,543)	
Indirect costs	260,120	203,609	(56,511)	Findings 1,2
Total direct and indirect costs	536,061	420,007	(116,054)	
Less other reimbursements	(2,750)	(2,750)	—	
Total program costs	<u>\$ 533,311</u>	<u>417,257</u>	<u>\$ (116,054)</u>	
Less amount paid by the State		(380,667)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 36,590</u>		

Schedule 1 (continued)

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per Audit</u>	<u>Audit Adjustments</u>	<u>Reference ¹</u>
<u>Summary: July 1, 1998, through June 30, 2001</u>				
Direct costs:				
Salaries	\$ 821,451	\$ 577,681	\$ (243,770)	
Benefits	204,925	146,127	(58,798)	
Total direct costs	1,026,376	723,808	(302,568)	
Indirect costs	1,007,407	664,431	(342,976)	
Total direct and indirect costs	2,033,783	1,388,239	(645,544)	
Less other reimbursements	(5,750)	(8,000)	(2,250)	
Subtotal	2,028,033	1,380,239	(647,794)	
Less late claim penalty	(742)	(742)	—	
Total program costs	<u>\$ 2,027,291</u>	1,379,497	<u>\$ (647,794)</u>	
Less amount paid by the State		(1,278,616)		
Allowable costs claimed in excess of (less than) amount paid		<u>\$ 100,881</u>		

¹ See the Revised Findings and Recommendations section.

Revised Findings and Recommendations

FINDING 1— Unsupported salaries, benefits, and related indirect costs

The county overclaimed salaries and benefits by \$302,568 for the period of July 1, 1998, through June 30, 2001. The claimed costs consist of three components: administration and regulation of batterer's treatment programs, victim notification, and assessment of future probability of defendant committing murder. The related indirect cost is \$298,095.

The county overstated its productive hourly rates for its probation officers. For FY 1998-99 and FY 1999-2000, the productive hours used to calculate the rate excluded hours that should have been considered productive (e.g., training, authorized breaks, staff meetings, and sick leave earned in excess of sick leave taken). For FY 2000-01, the county used countywide productive hours that excluded hours that should have been considered productive (e.g., required training and authorized breaks). These deductions significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate.

In addition, the county claimed certain costs that were unsupported or ineligible due to the following reasons.

1. For administration and regulation of batterer's treatment programs, the county claimed salaries and benefits totaling \$90,949 (\$25,841 for FY 1998-99, \$56,665 for FY 1999-2000, and \$8,443 for FY 2000-01) that were unsupported. This adjustment is net of \$46,114 in salaries and benefits allowed in this revised final report. We revised the adjustment for the following reasons:

- The county estimated five hours per month for each of the ten officers for FY 1998-99 (600 hours) and 11 officers for FY 1999-2000 (660 hours) for providing resources over the telephone to victims. The county provided no documentation to substantiate the activities performed and time spent on such activities.

Subsequently, the county conducted a time study in June 2003 to document the time spent providing resources to victims. The time study showed the average time per case was 15 minutes. After reviewing the time study, we accepted the 15 minute time standard. However, applying the time standard to all cases in the domestic violence unit during the year was rejected as unreasonable. Once the defendant is assigned to the probation department, the department sends letters notifying victims of available resources. Therefore, the presumption is that victims contact with the department would ensue shortly after the receipt of the letters. The more appropriate units to apply the 15 minute time standard would be to new cases assigned during the year. In this revised report, we allowed 324.25 hours for FY 1998-99 and 165 hours for FY 1999-2000, resulting in a \$20,311 increase in salaries and benefits.

- The county claimed 26 hours for FY 1998-99 and 30 hours for FY 1999-2000 for its investigative unit to perform activities for the administration and regulation component. The county provided no documentation to substantiate the activities performed and time spent on such activities. Furthermore, the SCO auditor's interviews of the investigative officers revealed this is not a function that this unit performs.
- The county claimed 536 hours for FY 1999-2000 and 224 hours for FY 2000-01 for staff training. The county provided course rosters and sign-in sheets to substantiate 232 hours claimed in FY 1999-2000 and 224 hours claimed in FY 2000-01 for training by the Probation Department's Certification Unit. Based on our discussion with Probation Department personnel, we initially determined that many of the individuals attending training did not perform activities related to the administration and regulation of the batterers' treatment program.

This revised report increased allowable salaries and benefits by \$18,867. Even though only 11 individuals attending the training were assigned to the domestic violence unit, we allowed all supported hours, since probation officers assigned to general supervision and investigation handle domestic violence related charges.

- The county claimed 102 hours for FY 1999-2000 and 66 hours for FY 2000-01 for meeting and conferring with criminal justice agencies. County personnel stated that a different unit within the Probation Department claimed the additional hours and provided a memorandum that was written by the department's supervisor, which included the number of hours and stated that department staff were at meetings. However, this documentation did not identify who attended such meeting.

This revised report increased allowable salaries and benefits by \$6,936. The Management Information Reports submitted with the county's Incorrect Reduction Claim substantiated the claimed meeting hours.

2. For victim notification, the county claimed salaries and benefits totaling \$136,569 (\$52,285 for FY 1998-99, \$36,227 for FY 1999-2000, and \$48,057 for FY 2000-01) that were unsupported or ineligible. This adjustment is net of \$6,708 in salaries and benefits allowed in this revised report. We revised the adjustment for the following reasons:

- For FY 1998-99 and FY 1999-2000, the documentation provided by the county did not support the total number of letters sent to notify victims regarding the requirement for the defendant's participation in a batterer's program, to notify victims regarding available victim resources, and to inform victims that attendance in any program does not guarantee that an abuser will not be violent.

- For the entire audit period, the county did not support all of the hours it claimed for the officers to make field contact with the victims. The county submitted field contact logs to support these hours; however, the total hours claimed did not reconcile to the hours on the field contact logs.
- For the entire audit period, the county claimed time spent on preparation of letters sent to victims for notification of (1) violation of probation and (2) scheduled hearings and or status changes in cases. These activities are not reimbursable under the mandate. (The county duplicated the number of letters sent to victims advising them of scheduled hearings.)
- For FY 2000-01, the county claimed estimated hours spent speaking with victims on the telephone. The county provided no documentation to substantiate the activities performed or the time spent on such activities.

This revised report increased allowable salaries and benefits by \$6,708, consisting of 160.25 hours. We allowed the time study standard of 15 minutes for 641 new cases.

3. For assessment of future probability of defendant committing murder, the county claimed salaries and benefits totaling \$75,050 (\$12,573 for FY 1998-99, \$59,434 for FY 1999-2000, and \$3,043 for FY 2000-01) that were unsupported because the county used a FY 1998-99 time study to support time spent performing the mandate activity during FY 1999-2000. The county did not perform a time study during FY 1999-2000; however, it did perform a time study for FY 2000-01. The time study results showed that the amount of time spent on this activity had consistently declined from one time study to the next. The county stated that such reduction was due to the learning curve and efficiency of probation officers performing the mandate-related activities. The SCO analysis revealed that the average of the FY 1998-99 and FY 2000-01 time study results should more closely approximate actual costs for FY 1999-2000 rather than FY 1998-99 time study results claimed by the county.

A summary of the audit adjustments to the salaries, benefits, and related indirect costs is as follows:

	Fiscal Year			Total
	1998-99	1999-2000	2000-01	
Salaries	\$ (69,025)	\$ (126,030)	\$ (48,715)	\$ (243,770)
Benefits	(21,674)	(26,296)	(10,828)	(58,798)
Total salaries and benefits	(90,699)	(152,326)	(59,543)	(302,568)
Indirect costs	(90,400)	(151,564)	(56,131)	(298,095)
Audit adjustment	<u>\$ (181,099)</u>	<u>\$ (303,890)</u>	<u>\$ (115,674)</u>	<u>\$ (600,663)</u>

The program's parameters and guidelines (section IV, Reimbursable Activities; and B. Victim Notification) state:

1. The probation department shall attempt to: a. Notify victims regarding the requirement for the defendant's participation in a batterer's program. b. Notify victims regarding available victim resources. c. Inform victims that attendance in any program does not guarantee that an abuser will not be violent.

Informing a victim of future hearings, the defendant's violation of probation, and status changes to the case are not listed as reimbursable components in the parameters and guidelines.

The parameters and guidelines (section V, Claims Preparation, A-1 Direct Costs-Salaries and Benefits) state:

... Claimed costs shall be supported by the following cost element information: Identify the employee(s), and or show the classification of the employee(s) involved. Describe the reimbursable activities performed and specify the actual time devoted to each reimbursable activity by each employee, productive hourly rate and fringe benefits....

The parameters and guidelines (section V, Claims Preparation, A-6 Direct Costs-Training) state:

... Claimed costs shall be supported by the following cost element information: The cost for training an employee to perform the mandated activities is eligible for reimbursement. Identify the employee(s) by name and job classification. Provide the title and subject of the training session, the dates attended and the location. ...

The parameters and guidelines (section III, Period of Reimbursement) state in part, "... Actual costs for one fiscal year shall be included in each claim."

The Mandated Cost Manual for Local Agencies (Section 1, General Claiming Instructions, subsection 7, Direct Costs A. Direct Labor - Determine a Productive Hourly Rate) state:

A productive hourly rate may be computed for each job title whose labor is directly related to the claimed reimbursable cost. A local agency has the option of using any of the following: Actual annual productive hours for each job title, ... An annual average of 1,800 hours to compute the productive hourly rate. ... If actual annual productive hours are chosen, show the factors affecting total hours worked. ...

This section also states that 1,800 productive hours is computed after deducting paid holidays, vacation earned, sick leave taken, informal time off, jury duty, and military leave taken. The same would be applicable for the computation of actual annual productive hours for each job title.

Recommendation

The county should develop and implement an adequate recording and reporting system to ensure that all claimed costs are properly supported and reimbursable for the mandate in question.

County's Response

The county primarily disagreed with the finding. The following text highlights the county's responses. The Attachment contains the county's complete response.

Response to Calculation of Productive Hourly Rates:

The State Controller's draft audit report... asserts that the County overstated the productive hourly rates used in these claims. For FY 1998-99 and FY 1999-2000, the Probation Department calculated its own departmental productive hourly rates for the claims. The State contends that training; authorized breaks, staff meetings and sick leave earned in excess of sick leave used should have been excluded from the Department's calculations. We disagree with the views of the State audit. According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, and staff meetings, all of which are paid but non-productive time, should be removed for the calculation of productive hours as explained to the State Controller audit staff in several meetings. However, we agree that the Department should not have used sick leave earned in its computation and provided the State auditors with the actual sick leave used numbers when they brought this error to our attention.

For the FY 2000-01 SB 90 claim, the Probation Department utilized the County-wide average annual productive hours per position as authorized in Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts. The State Controller's draft audit report states that this calculation of productive hours significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate. We disagree with this conclusion. We believe that the use of a countywide productive hourly rate is explicitly authorized by the State Controller's SB 90 claiming instructions and that the productive hours used by the Probation Department in this claim are fully documented and were accurately calculated by the County Controller's Office.

Further, as shown in the attached letter of December 27, 2001 from the County of Santa Clara Controller to the State Controller's Office, the State was noticed two years ago that the County was electing to change its SB 90 claiming procedures as related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve SB 90 claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. During the audit of the Domestic Violence Treatment Services Program claim, State auditors objected to the deduction of break-time from the calculation of average productive hours per position, but were unable to provide any written state procedures, regulations or other legal

authority to support their position, which also contradicts Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Finding 1 sub-Para 1.1

Our discussion with SCO audit staff at the exit conference reflected the need for the County to conduct a time study in June 2003 to validate the activities performed and hours claimed on victim telephone contacts. The activities and processes for this function have not significantly changed for the past six years. The result of the June victim contact study shows that, of the Deputy Probation Officers that participated, the average time spent on victim contact was 15 minutes per case. . . .

Finding 1 sub-Para 1.2

The Department concurs that the administration and regulation component is not a function that the Investigation officer performs. The claim however, reflected the investigation officer's understanding of the function that was performed at that time. The officer considered "assisting" the Probation Officer in the Program Certification unit performing on-site evaluations and in bilingual translation as an Administrative function. As stipulated in the claiming instructions, "On-site evaluations" as part of the processing of initial and annual renewal approvals of vendors are reimbursable activities. Therefore, with that assumption, the officer recorded the time on the administration and regulation component to reflect that day's activity.

Finding 1 sub-Para 1.3

The Department provided the State Controller audit staff with copies of Standard Training Code attendance roster on April 7, 2003. Copies of the description of training outline and Domestic Violence related topics that were dated within the audit period were also faxed to the audit staff on June 17, 2003. State Controller audit staff did not respond as to whether documents forwarded were acceptable or meets audit criteria. The documents presented clearly shows the attendees, the topic of the training and the trainer's name. We consider that these documents adequately support our claim.

Finding 1 sub-Para 1.4

It was very common practice for the Certification Unit Deputy Probation Officer and the Domestic Violence unit Supervising Probation Officer and/or Deputy Probation Officer to attend the same meetings with other criminal justice agencies. Their functions are different enough that each Probation officer gets different benefits and knowledge from having the two officers attend the meetings. The department submitted meeting records attended by the Deputy Probation Officers that was dated within the audit period on June 17, 2003 to State Controller audit staff. We did not receive a response pertaining to our forwarded documentation. . . .

Para 2 sub-Para 2.1

The County concurs with the finding.

Para sub-Para 2.2

This item was presented by fiscal year in a report given to State Controller audit staff at the earlier exit conference. The County agreed to the Controller's findings in that report which allowed for reimbursement of 131 hours out of 422 hours in FY 98/99, 343 out of 408 in FY 99/00, and 435 out of 487 in FY 00/01. In summary, the State Controller agreed that 882 hours out of 1,317 were allowable. We are surprised that this has not been recorded in the draft report and the audit seem to disallow all costs.

The only period that was really in question was July 98 – January 99 which was the first year of the claim. The documents are no longer available because the Probation's Domestic Violence staff had already purged them. However, SCO audit staff was able to audit the remaining 209 cases from the time period February 99 – June 99 and found 111 eligible cases, which is 53%. The following years findings were 343 out of 408 in FY 99/00 an 84% ratio, and 435 out of 487 in FY 00/01, which is 89% allowable. Although the State Controller audit staff have already verbally agreed to allow 20 cases on the periods in question (7/98 – 01/99), we recommend that State Controller instead consider using the 53% ratio on the 213 cases that were purged and allow 112 cases to be claimed.

Para 2 sub-Para 2.3

We concur that this is not a reimbursable activity.

Para 2 sub-Para 2.4

During discussions with the State Controller audit staff, the County agreed to do a time study that could be retroactively applied to the time spent talking with victims to document and substantiate these costs. Again the process has not changed significantly for the past several years. The department used the same time log in June 2003 to validate the activities performed and hours claimed on victim telephone contacts for FY 2000-01.

Methodology used

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

The average of 15 minutes per case was used to obtain the claimable hours below. . . .

Para No. 3

We believe that State Controller audit staff are being reasonable in the application of how to use the time studies that were performed. The Probation department has subsequently instituted a quarterly time log to comply with this finding. Based on the current time study data, our claimed costs should be reviewed and allowed.

SCO's Comment

The fiscal impact of the findings reported in the final draft report has been changed. The SCO's comments are discussed in the same order presented by the county in its response.

Productive Hourly Rate

The Probation Department's productive hours for FY 1998-99 and FY 1999-2000 include unallowable deductions for sick leave earned, authorized breaks, training, and staff meeting. The county deducted: (1) authorized break time rather than actual break time taken; (2) training time specific to two classifications rather than general training attended by all department employees; and (3) staff meeting specific to one classification rather than meetings attended by all department employees. The county concurred that the deduction for sick leave earned was inappropriate.

The countywide productive hours for FY 2000-01 include unallowable deductions for time spent on training and authorized breaks. The county deducted training time based on hours required by the employees' bargaining unit agreement and for continuing education requirements for licensure/ certification rather than actual training hours attended. In addition, the county deducted authorized break time rather than actual break time taken. The county did not adjust for training time and break time directly charged to program activities during the audit period; therefore, the county cannot exclude those hours from productive hours. In addition, the deducted training time includes training that benefits specific programs or employee classifications rather than general training attended by all county employees.

The SCO's claiming instructions, which include guidelines for preparing mandated cost claims, do not identify the time spent on training, authorized breaks, and staff meetings as deductions (excludable components) from total hours when computing productive hours. However, if a county chooses to deduct time for training, authorized breaks, and staff meetings in calculating countywide productive hours, its accounting system must separately identify the actual time associated with these three components. The accounting system must also separately identify training time directly charged to program activities.

The county may use countywide productive hours provided that all employee classifications are included and the productive hours are consistently used for all county programs. For FY 2000-01, the countywide productive hours were not consistently applied to all mandates.

Contrary to the statement in the county's December 27, 2001 letter to the SCO, Mr. Spano did not state that the use of a countywide productive hourly rate will result in a more efficient, less costly, and more accurate approach. In fact, the use of a countywide productive hourly rate is unacceptable because of the employees' different pay rates. Consequently, a countywide productive hourly rate would not accurately reflect actual costs incurred for a specific mandate.

Finding 1, subparagraph 1.1

We revised the finding to allow the 15-minute time standard to new cases in the unit, resulting in \$20,311 in allowable salaries and benefits.

Subparagraph 1.2

Interviews with ten Investigative Officers from the Probation Department revealed that this activity was not performed by Investigative Officers.

Subparagraph 1.3

We revised the finding to allow the documented training hours, resulting in \$18,867 in allowable salaries and benefits.

Subparagraph 1.4

We revised the finding to allow meeting hours, resulting in \$6,936 in allowable salaries and benefits.

Paragraph 2, subparagraph 2.1

The county concurs with this issue.

Subparagraph 2.2

The audit finding identified only 435 of the 1,317 hours as being unallowable. The allowable costs in Schedule 1 include salaries, benefits, and related indirect costs for the 882 hours (1,317 claimed less 435 unallowed). The county asserts that since the SCO audit staff was able to validate 53% of the cases for the period of February through June 1999, the test results should be applied to the 213 cases claimed for the period of July 1998 through January 1999. However, the county did not provide documentation to substantiate that the activity took place from July 1998 through January 1999.

Subparagraph 2.3

The county concurs with this issue.

Subparagraph 2.4

We revised the finding to allow the 15-minute time standard to new cases in the unit, resulting in \$6,708 in allowable salaries and benefits.

Paragraph 3

The county concurs with this finding based on information the county provided to the SCO. We will review any additional documentation from the county that may support actual costs incurred.

**FINDING 2—
Overstated indirect
costs**

The county claimed indirect costs using overstated indirect cost rates. The county revised its countywide cost allocation plan but did not apply the revised amounts used when computing the indirect cost rate, resulting in an overstated indirect costs rate. The auditor recomputed the indirect costs by multiplying the allowable salaries and benefits costs to the revised indirect costs rates.

We recalculated the overstated indirect costs based on the revised amounts identified in Finding 1. Consequently, overstated indirect costs increased by \$3,536, from \$41,345 to \$44,881.

A summary of the adjustment to indirect costs is as follows:

	Fiscal Year			Total
	1998-99	1999-2000	2000-01	
Audit adjustment	\$ (5,122)	\$ (39,379)	\$ (380)	\$ (44,881)

The parameters and guidelines (section III, Period of Reimbursement) state in part, "... Actual costs for one fiscal year shall be included in each claim."

The parameters and guidelines (section V, Claim Preparation, Supporting Documentation, B. Indirect Costs) state, "Indirect costs are defined as costs incurred for a common or joint purpose, benefiting more than one program and are not directly assignable to a particular department or program. ..."

The parameters and guidelines (section VI) state, "For audit purpose, all costs shall be traceable to source documents ... that shows evidence of the validity of such costs and their relationship to the state mandated program. ..."

Recommendation

The county should develop and implement an adequate recording and reporting system to ensure that all claimed costs are properly supported.

County's Response

This was an oversight by the department and we concur with the finding.

SCO's Comment

The county concurred with the \$41,345 audit adjustment. We revised the adjustment based on changes identified in Finding 1.

**FINDING 3—
Unreported
reimbursements**

For FY 1998-99, the county did not reduce claimed costs by \$2,250 received for processing of initial and annual renewal approvals for vendors, which includes application review and on-site evaluations.

The parameters and guidelines (section VIII) state:

Any offsetting savings the claimant experiences as a direct result of the subject mandates must be deducted from the costs claimed. In addition, reimbursement for this mandate received from any source, including but not limited to, service fees collected under penal code section 1203.097, subdivision c (5) (B), federal funds and other state funds shall be identified and deducted from this claim.

Recommendation

The county should develop and implement an adequate recording and reporting system to ensure that all applicable revenues are offset on its claims against its mandated program costs.

County's Response

This was an error and we concur.

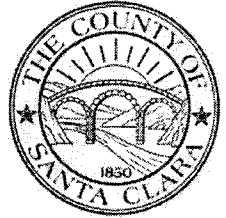
SCO's Comment

The county concurs. The finding remains unchanged.

**Attachment—
County's Response to
Draft Audit Report**

County of Santa Clara

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(408) 299-5200 FAX (408) 289-8629



DATE: December 12, 2003

TO: Jim L. Spano
Chief, Compliance Audits Bureau,
State Controller's Office, Division of audits,
Post Office Box 942850,
Sacramento, CA 94250-5874

FROM: David G. Elledge
Controller-Treasurer

SUBJECT: SB90 Claim Ch 183/92- Domestic Violence Treatment Services
Draft Audit report.

Thank you for allowing us an extended time for submission of our reply.

Enclosed are our responses to the audit findings of the draft report on the Domestic Violence Treatment Services claim. We request that you reconsider the areas of disagreement and either send us another draft report or call us to schedule a final exit conference.

The most important issue to be resolved is the usage of countywide productive hours. We had reported this matter to the State Controller in December 2001 for your perusal and acceptance. Subsequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. We believe that our approach is in accordance with State Controller written guidelines and regulations and improves SB90 claiming accuracy, consistency, and documentation.

In case you need any clarifications, please call Ram Venkatesan at 408-299-5210.
Please let us know how you would like to proceed.

County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center
70 West Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 289-8620



Mr. Walter Barnes
Chief Deputy State Controller, Finance
California State Controller
P.O. Box 942850
Sacramento, CA 94250-5874

Date: December 12, 2003

RE: Domestic Violence Treatment Services Program Audit Report

Summary

Thank you for the audit report on the SB90 State Mandated Costs claim of the Domestic Violence Treatment Program. The report was very helpful enabling us to review our claiming process and costs recovery procedures. Below are our responses to each finding. It includes both those areas in which we agree with your office as well as those with which we still disagree. In respect of the areas of disagreement to findings contained in the report, we request your reconsideration of the disputed audit findings in light of these replies.

FINDING 1- unsupported salaries, benefits, and related indirect costs

The county over claimed salaries and benefits costs totaling \$ 355,390 for the period of July 1, 1998, through June 30, 2001. The claimed costs consist of three components; administration and regulation of batterer's treatment programs, victim notification, and assessment of future probability of defendant committing murder. The related indirect cost is \$349,690.

The county overstated its productive hourly rates for its probation officers. For FY 1998-99 and FY 1999-2000, the productive hours used to calculate the rate excluded hours that should have been considered productive (e.g., training, authorized breaks, staff meetings, and sick leave earned in excess of sick leave taken). For FY 2000-01, the county used countywide productive hours that significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate.

Response to Calculation of Productive Hourly Rates:

The State Controller's draft audit report pertaining to the County's SB 90 Domestic Violence Treatment Services Program claims for FY 1998-99, FY 1999-2000 and FY 2000-01 asserts that the County overstated the productive hourly rates used in these claims. For FY 1998-99 and FY 1999-2000, the Probation Department calculated its own departmental productive hourly rates for the claims. The State contends that training; authorized breaks, staff meetings and sick leave earned in excess of sick leave used should have been excluded from the Department's calculations. We disagree with the views of the State audit. According to our study and examination of the State Controller claiming instructions, the time spent on training, authorized breaks, and staff meetings, all of which are paid but non-productive time, should be removed for the calculation of productive hours as explained to the State Controller audit staff in several meetings. However, we agree that the Department should not have used sick leave earned in its computation and provided the State auditors with the actual sick leave used numbers when they brought this error to our attention.

For the FY 2000-01 SB 90 claim, the Probation Department utilized the County-wide average annual productive hours per position as authorized in Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts. The State Controller's draft audit report states that this calculation of productive hours significantly understated the Probation Department's productive hours, resulting in an overstatement of the productive hourly rate. We disagree with this conclusion. We believe that the use of a countywide productive hourly rate is explicitly authorized by the State Controller's SB 90 claiming instructions and that the productive hours used by the Probation Department in this claim are fully documented and were accurately calculated by the County Controller's Office.

Further, as shown in the attached letter of December 27, 2001 from the County of Santa Clara Controller to the State Controller's Office, the State was noticed two years ago that the County was electing to change its SB 90 claiming procedures as related to the calculation of productive hourly rates. The County reported that the switch to a countywide methodology for the calculation of average productive hours per position would improve SB 90 claiming accuracy, consistency, documentation and facilitate the State audit function. Consequently, more than 50 claims have been submitted and accepted during the past two years using the countywide methodology. During the audit of the Domestic Violence Treatment Services Program claim, State auditors objected to the deduction of break-time from the calculation of average productive hours per position, but were unable to provide any written state procedures, regulations or other legal authority to support their position, which also contradicts Section 7 of the State Controller's SB 90 Claiming Instructions for Cities, Counties and Special Districts.

Finding 1 sub-Para 1

For administration and regulation of batterer's treatment programs the county claimed salaries and benefits totaling \$137,063 (\$39,402 for FY 1998-99, \$77,079 for FY 1999-2000, and \$20,582 for FY 2000-01) that were unsupported for the following reasons:

Finding 1 sub-Para 1.1

For FY 1998-99 and FY 1999-2000, the county estimated five hours per month for each of the 11 officers for providing resources over the telephone to victims. No documentation was provided to substantiate the activities performed and time spent on such activities

Response

Our discussion with SCO audit staff at the exit conference reflected the need for the County to conduct a time study in June 2003 to validate the activities performed and hours claimed on victim telephone contacts. The activities and processes for this function have not significantly changed for the past six years. The result of the June victim contact study shows that, of the Deputy Probation Officers that participated, the average time spent on victim contact was 15 minutes per case.

Scope and Methodology used for the time study

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

Below are the recalculated claimable hours.

TEL TIME LOG	FY98-99	FY99-00	FY00-01	TOTAL
TOTAL CASES	2446	2283	2006	6735
15 MINUTES PER DPO PER CASE	611.5	570.8	501.5	1,683.8
HOURS CLAIMED	600	600	660	1860
DIFFERENCE	(11.5)	29.25	158.5	176.25

Finding 1 sub-Para 1.2

For FY 1998-99 and FY 1999-2000, the county claimed hours for its investigative unit to perform activities for the administration and regulation component. SCO auditor interviews of the investigative officers revealed this is not a function that this unit performs.

The Department concurs that the administration and regulation component is not a function that the Investigation officer performs. The claim however, reflected the investigation officer's understanding of the function that was performed at that time. The officer considered "assisting" the Probation Officer in the Program Certification unit performing on-site evaluations and in bilingual translation as an Administrative function. As stipulated in the claiming instructions, "On-site evaluations" as part of the processing

of initial and annual renewal approvals of vendors are reimbursable activities. Therefore, with that assumption, the officer recorded the time on the administration and regulation component to reflect that day's activity.

Finding 1 sub-Para 1.3

For FY 1999-2000 and 2000-01, the county claimed hours for staff training. The county provided the agenda for the training. However, the agenda provided did not contain documentation to support that the training related to the mandate.

Response:

The Department provided the State Controller audit staff with copies of Standard Training Code attendance roster on April 7, 2003. Copies of the description of training outline and Domestic Violence related topics that were dated within the audit period were also faxed to the audit staff on June 17, 2003. State Controller audit staff did not respond as to whether documents forwarded were acceptable or meets audit criteria. The documents presented clearly shows the attendees, the topic of the training and the trainer's name. We consider that these documents adequately support our claim.

Finding 1 sub-Para 1.4

For FY 1999-2000 and 2000-01, the county claimed hours for meeting and conferring with criminal justice agencies. County personnel stated that a different unit within the Probation Department claimed the additional hours and provided a memorandum that was written by the department's supervisor, which included the number of hours and stated that department staff was at meetings. However, this documentation did not identify who attended such meetings. The county did not provide any documentation to substantiate those employees actually attended the meetings in question.

Response:

It was very common practice for the Certification Unit Deputy Probation Officer and the Domestic Violence unit Supervising Probation Officer and/or Deputy Probation Officer to attend the same meetings with other criminal justice agencies. Their functions are different enough that each Probation officer gets different benefits and knowledge from having the two officers attend the meetings. The department submitted meeting records attended by the Deputy Probation Officers that was dated within the audit period on June 17, 2003 to State Controller audit staff. We did not receive a response pertaining to our forwarded documentation.

Para 2

For victim notification, the county claimed salaries and benefits totaling \$143,277 (\$52,285 for FY 1998-99, \$36,227 for FY 1999-2000, and \$54,765 for FY 2000-01) that were unsupported or ineligible for the following reasons:

Para 2 sub-Para 2.1

For FY 1998-99 and 1999-2000, the documentation provided by the county did not support the total number of letters sent to notify victims regarding the requirement for the defendant's participation in a batterer's program, to notify victims regarding available victim resources, and to inform victims that attendance in any program does not guarantee that an abuser will not be violent.

Response

The County concurs with the finding.

Para 2 sub-Para 2.2

For the entire audit period, the county was unable to support all of the hours it claimed for the officers to make field contact with the victims. The county submitted field contact logs to support these hours; however, the total hours claimed did not reconcile to the hours on the field contact logs.

Response:

This item was presented by fiscal year in a report given to State Controller audit staff at the earlier exit conference. The County agreed to the Controller's findings in that report which allowed for reimbursement of 131 hours out of 422 hours in FY 98/99, 343 out of 408 in FY 99/00, and 435 out of 487 in FY 00/01. In summary, the State Controller agreed that 882 hours out of 1,317 were allowable. We are surprised that this has not been recorded in the draft report and the audit seems to disallow all costs.

The only period that was really in question was July 98 – January 99 which was the first year of the claim. The documents are no longer available because the Probation's Domestic Violence staff had already purged them. However, SCO audit staff was able to audit the remaining 209 cases from the time period February 99 – June 99 and found 111 eligible cases, which is 53%. The following years findings were 343 out of 408 in FY 99/00 an 84% ratio, and 435 out of 487 in FY 00/01, which is 89% allowable. Although the State Controller audit staff have already verbally agreed to allow 20 cases on the periods in question (7/98 – 01/99), we recommend that State Controller instead consider using the 53% ratio on the 213 cases that were purged and allow 112 cases to be claimed.

Para2 sub-Para 2.3

For the entire audit period, the county claimed time spent on preparation of letters sent to victims for notification of (1) violation of probation and (2) scheduled hearings and or status changes in cases. These activities are not reimbursable under the mandate. (The county duplicated the number of letters sent to victims advising them of scheduled hearings.)

Response:

We concur that this is not a reimbursable activity.

Para2 sub-Para 2.4

For FY 2000-01, the county claimed estimated hours spent talking with victims on the telephone. No documentation was provided to substantiate the activities performed or the time spent on such activities.

Response:

During discussions with the State Controller audit staff, the County agreed to do a time study that could be retroactively applied to the time spent talking with victims to document and substantiate these costs. Again the process has not changed significantly for the past several years. The department used the same time log in June 2003 to validate the activities performed and hours claimed on victim telephone contacts for FY2000-01.

Methodology used

The department used a matrix showing dates, case numbers, and method of contact - phone or office visit and time spent on each case to arrive at this result. The length of time spent was then summed and divided by the number of cases for the month per officer. The total time spent on victim contact in June was then again summed up and divided by the number of officers that participated.

The average of 15 minutes per case was used to obtain the claimable hours below.

TEL TIME LOG	FY98-99	FY99-00	FY00-01	TOTAL
TOTAL CASES	2446	2283	2006	6735
15 MINUTES PER DPO PER CASE	611.5	570.8	501.5	1,683.8
HOURS CLAIMED	600	600	660	1860
DIFFERENCE	(11.5)	29.25	158.5	176.25

Para No. 3

For assessment of future probability of defendant committing murder, the county claimed salaries and benefits totaling \$75,050 (\$12,575 for FY 1998-99, \$59, 434 for FY 1999-2000, and \$3,043 for FY 2000-01 that were unsupported for the following reasons:

The county used a FY 1998-99 time study to support time spent performing the mandate activity during FY 1999-2000. The county did not perform a time study during FY 1999-2000; however, it did perform a time study for FY 2000-01. The time study results showed that the amount of time spent on this activity had consistently declined from one time study to the next. The county stated that such reduction was due to the learning

curve and efficiency of probation officers performing the mandate-related activities. The SCO analysis revealed that the average of the FY 1998-99 and FY 2000-01 time study results should more closely approximate actual costs for FY 1999-2000 rather than FY 1998-99 time study results claimed by the county.

For the unallowable costs due to lack of documentation, the county stated that it may perform a current time study and apply its results to the audit period. If a time study is performed, the county still must support that the activities were performed and that the time study results reflect actual time spent during the audit period.

Response:

We believe that State Controller audit staff are being reasonable in the application of how to use the time studies that were performed. The Probation department has subsequently instituted a quarterly time log to comply with this finding. Based on the current time study data, our claimed costs should be reviewed and allowed.

FINDING 2- Overstated Indirect costs

The county claimed indirect costs using overstated indirect cost rates. The county revised its countywide cost allocation plan but did not apply the revised amounts used when computing the indirect cost rate, resulting in an overstated indirect costs rate. The auditor recomputed the indirect costs by multiplying the allowable salaries and benefits costs to the revised indirect costs rates.

Response: This was an oversight by the department and we concur with the finding.

FINDING 3 - Unreported reimbursements

For FY 1998-99, the county did not reduce claimed costs by \$2,250 received for processing of initial and annual renewal approvals for vendors, which includes application review and on-site evaluations.

Response: This was an error and we concur.

County of Santa Clara

Finance Agency
Controller-Treasurer Department
County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110-1705
(408) 299-2541 FAX 289-8629



December 27, 2001

The State Controller's Office
Attn: Local Reimbursements Section
Division of Accounting and Reporting
P. O. Box 942850
Sacramento, CA 94250

Subject: Countywide Productive Hourly Rate for SB90 Claims

The Santa Clara County has decided to use the countywide effectively hourly rate in calculating the direct labor costs for its future SB90 claims. The methodology used by the County in determining the countywide effective hourly rate is consistent with the guidelines issued by the State Controller's Office in the 'SB90-Mandated Cost Manual for the Counties'. Developing a countywide effective hourly rate will standardize the County's approach, minimize duplication of effort presently expended making these calculations, and improve the accuracy and documentation related to the calculation of the productive hour rates.

The State Manual suggests the following three methods for determining the productive hours and gives the counties an option to use any of these methods:

- a. Actual annual productive hours for each job title;
- b. Countywide average annual productive hours; or
- c. The standard annual 1800 hours. The State Controller included the following items in determining the standard 1800 hours:
 - Paid holidays
 - Vacation earned
 - Sick leave taken
 - Informal time off
 - Jury Duty
 - Military leave taken

Prior to developing the productive hourly rate calculations, our Management Auditor (Roger Mialocq) contacted the State Controller's Bureau Chief for Compliance Audits (Jim Spano) to see if there were any objections to the countywide productive hourly rate usage. Mr. Spano concurred that the countywide hourly rate will result in a more efficient, less costly and more accurate approach.

Board of Supervisors: Donald F. Gage, Blanca Alvarado, Pete McHugh, James T. Beall Jr., Liz Kniss
County Executive: Richard Wittenberg

5
2001

We have decided to use the countywide effective hours, and have enclosed for your review, analysis of actual hours for all county employees and the calculation of the countywide productive hours for the fiscal years 2000 and 2001. For this, we have used the information on actual hours expended during the fiscal year with data extracted from the county's computerized payroll (People Soft) system. We will amend the SB90 claims for fiscal year 2000, and will prepare all future SB90 claims using this methodology.

Please review the enclosed schedules and provide us with your immediate response. Complete supporting working papers are available at our office and will be made available upon your request. We will submit the details with each claim submitted.

If you need more information, please contact the County's SB90 Coordinator, Mr. Ram Venkatesan, at (408) 299-5214 or by email ramaiah.venkatesan@fin.co.scl.ca.us

Sincerely,



David G. Elledge
Controller-Treasurer

Encl:

H:\Work\SB-90\SB 90 - Productive Hours- Letter to State Controller.doc

**State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250-5874**

<http://www.sco.ca.gov>

S03-MCC-002

Tab 6

Santa Clara County
Domestic Violence Treatment Services Program
July 1, 1998, through June 30, 2001
S03-MCC-0002
Audit Adjustment Summary

<u>Elements</u>	<u>Initial Audit Report</u>	<u>Revisions to Audit Report</u>	<u>Revised Audit Report</u>
<u>Finding 1</u>			
a. Admin and Regulation	\$ (137,063)	\$ 46,114	\$ (90,949)
b. Victim Notification	(143,277)	6,708	(136,569)
c. Assessment of Future	(75,050)	-	(75,050)
Total Direct Costs	(355,390)	52,822	(302,568)
d. Indirect Costs	(349,690)	51,595	(298,095)
 Total Direct & Indirect Costs	 (705,080)	 104,417	 (600,663)
<u>Finding 2</u>			
a. Indirect Costs	(41,345)	(3,536)	(44,881)
<u>Finding 3</u>			
a. Offsetting Reimbursements	(2,250)	-	(2,250)
 TOTAL	 \$ (748,675)	 \$ 100,881	 \$ (647,794)

Santa Clara County
Domestic Violence Treatment Services Program
July 1, 1998, through June 30, 2001
S03-MCC-0002
Finding 1 Summary

<u>Finding 1 - Unsupported Salaries & Benefits</u>	<u>W/P Ref:</u>	<u>Audit Adjustments</u>
<u>Original Audit Report</u>		
A. Administration & Regulation	1G2 / 8	\$ (137,063)
B. Victim Notification	1G2 / 8	(143,277)
C. Assessing Future Probability	1G2 / 8	(75,050)
D. Indirect Costs	1G2 / 3b	<u>(349,690)</u>
Total Adjustments		<u>\$ (705,080)</u>
<u>Revisions to Original Audit Report</u>		
A. Administration & Regulation		
a. Providing Resources	1H - 4b	\$ 20,311
b. Training Activities	1H - 5b	18,867
c. Meeting & Conferring	1H - 6b	<u>6,936</u>
Sub-Total		46,114
B. Victim Notification	1H - 4b	6,708
C. Assessing Future Probability		-
D. Indirect Costs	1H - 8	<u>51,595</u>
Total Revisions		<u>\$ 104,417</u>
<u>Revised Audit Report</u>		<u><u>\$ (600,663)</u></u>

Santa Clara County
Domestic Violence Treatment Services Program
July 1, 1998, through June 30, 2001
S03-MCC-0002
Finding 2 Summary

<u>Finding 2 - Indirect Costs</u>	<u>W/P Ref:</u>	<u>Audit Adjustments</u>
Original Audit Report	1G2 / 3c	\$ (41,345)
Revisions to Original Audit Report	1H - 8	<u>(3,536)</u>
Revised Audit Report		<u><u>\$ (44,881)</u></u>

Santa Clara County
Domestic Violence Treatment Services Program
July 1, 1998, through June 30, 2001
S03-MCC-0002
Finding 3 Summary

<u>Finding 3 - Unreported Reimbursements</u>	<u>W/P Ref:</u>	<u>Audit Adjustments</u>
Original Audit Report	3K / 3	\$ (2,250)
Revisions to Original Audit Report		<u>-</u>
Revised Audit Report		<u><u>\$ (2,250)</u></u>

10/2/3
4/03
8/03
P6/03A
8/03

Santa Clara County
Domestic Violence Treatment Services Program
Analysis of Claimed Costs
Audit Period from July 1, 1998, through June 30, 2001
S03-MCC-0002

<u>Cost Elements</u>	<u>A</u> <u>Costs Claimed</u>	<u>Allowable Per</u> <u>B</u> <u>Audit</u>	<u>C</u> <u>Audit</u> <u>Adjustments</u>
<u>July 1, 1998, through June 30, 1999</u>			
Salaries	\$ 192/5 266,062	\$ 102/15 186,716	\$ 102/15 (79,346) 10/1,4
Benefits	83,524	58,610	(24,914)
Subtotal	349,586	245,326	(104,260)
Indirect Costs	348,429	239,656	102/15 (108,773)
Subtotal	698,015	484,982	(213,033)
Less Offsetting Savings	-	(2,250)	(2,250) 10/1
Total Claimed Cost	698,015	482,732	(215,283)
Less 10% Late Penalty	-	-	-
Total Net Claim	\$ 698,015	\$ 482,732	\$ (215,283)

July 1, 1999, through June 30, 2000

Salaries	\$ 102/16 329,603	\$ 102/16 186,852	\$ 102/16 (142,751) 10/1,4
Benefits	71,246	41,257	(29,989)
Subtotal	400,849	228,109	(172,740)
Indirect Costs	398,858	190,850	102/15 (208,008)
Subtotal	799,707	418,959	(380,748)
Less Offsetting Savings	(3,000)	(3,000)	-
Total Claimed Cost	796,707	415,959	(380,748)
Less 10% Late Penalty	(742)	(742)	-
Total Net Claim	\$ 795,965	\$ 415,217	\$ (380,748)

July 1, 2000, through June 30, 2001

Salaries	\$ 102/17 225,786	\$ 102/17 161,649	\$ 102/17 (64,137) 10/1,4
Benefits	50,155	35,902	(14,253)
Subtotal	275,941	197,551	(78,390)
Indirect Costs	260,120	185,866	102/15 (74,254)
Subtotal	536,061	383,417	(152,644)
Less Offsetting Savings	(2,750)	(2,750)	-
Total Claimed Cost	533,311	380,667	(152,644)
Less 10% Late Penalty	-	-	-
Total Net Claim	\$ 533,311	\$ 380,667	\$ (152,644)

Summary: July 1, 1998, through June 30, 2001

Salaries	\$ 102/14 1,821,451	\$ 102/14 535,217	\$ 102/14 (286,234) 10/1,4
Benefits	204,925	135,769	(69,156)
Subtotal	1,026,376	670,986	(355,390)
Indirect Costs	1,007,407	616,372	102/15 (391,035) 102/15
Subtotal	2,033,783	1,287,358	(746,425)
Less Offsetting Savings	(5,750)	(8,000)	(2,250) 10/1
Total Claimed Cost	2,028,033	1,279,358	(748,675)
Less 10% Late Penalty	(742)	(742)	-
Total Net Claim	\$ 2,027,291	\$ 1,278,616	\$ (748,675)

✓ A + C = B

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to 10
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18/10

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Summary of Disallowed Indirect Costs

	Fiscal Years			
	1998-99	1999-2000	2000-01	Total
Adjustment due to overstated salaries and benefits	10/2/3a (\$103,916) 10/1-4	10/2/3a (\$171,876) 10/1-4	10/2/3a (\$73,898) 10/1-4	10/2/3a (\$349,690) 10/1, 4, 5a
Adjustment due to overstated indirect cost rates	10/2/3c (\$4,857)	10/2/3c (\$36,132)	10/2/3c (\$356)	10/2/3c (\$41,345)
Total disallowed indirect costs	(\$108,773)	(\$208,008)	(\$74,254)	(\$391,035) 10/2/3

162/36
6 4/5

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Disallowed Indirect Costs due to Overstated Salaries and Benefits

	Fiscal Years			
	1998-99	1999-2000	2000-01	Total
Disallowed costs	\$ 104,260	\$ 172,740	\$ 78,390	\$ 355,390
Claimed rate	99.67%	99.50%	94.27%	
Disallowed indirect costs	\$ 103,916	\$ 171,876	\$ 73,898	\$ 349,690

162/36

W/P 1 G 2/3c

13c
0 8/03

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Indirect Cost Rate Adjustment

	Adjustments			Total
	Fiscal Years			
	1998-99	1999-2000	2000-01	
Supported Indirect Cost Rate	357/1 97.69%	357/1 83.66%	357/1 94.09%	
Claimed indirect cost rate	99.67%	99.50%	94.27%	
Variance	-1.98%	-15.84%	-0.18%	
Allowable costs	\$ 245,326	\$ 228,109	\$ 197,551	
Difference in indirect cost	\$ (4,857)	\$ (36,132)	\$ (356)	\$ (41,345)

162/3c

TO 10/6

SANTA CLARA COUNTY
DOMESTIC VIOLENCE TREATMENT SERVICES PROGRAM
SUMMARY OF EXAMINATION
AUDIT PERIOD FROM JULY 1, 1998, THROUGH JUNE 30, 2001
S03-MCC-0002

<u>1998/99 - 2000/01 Total Claimed Costs A</u>				<u>1998/99 - 2000/01 Total Allowable Costs B</u>			<u>1998/99 - 2000/01 Total Audit Adjustments C</u>		
<u>Description</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Totals</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Totals</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Totals</u>
Total Increased Direct Costs	\$ 821,451	\$ 204,925	\$ 1,026,376 ^{162/3}	\$ 535,217	\$ 135,769	\$ 670,986 ^{162/3}	\$ 286,234	\$ 69,156	\$ 355,390 ^{162/3}
Indirect Costs	\$ 805,988	\$ 201,419	\$ 1,007,407	\$ 490,819	\$ 125,552	\$ 616,371	\$ 315,169	\$ 75,867	\$ 391,036
Total Increased Costs	\$ 1,627,439	\$ 406,344	\$ 2,033,783	\$ 1,026,036	\$ 261,321	\$ 1,287,357	\$ 601,403	\$ 145,023	\$ 746,426
Less Offsetting Savings			(5,750)			(8,000)			2,250
Total Claim			2,028,033			1,279,357			\$ 748,676
Less 10% Late Penalty			742			742			-
Total Net Claim			<u>2,027,291</u>			<u>1,278,615</u>			<u>\$ 748,676</u>

A 16215 A + 16216 A + 16217 A
B 16215 B + 16216 B + 16217 B
C 16215 C + 16216 C + 16217 C

16217
16216
16215
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1542c
204/5/03
8/6/00

Santa Clara County
Legislatively Domestic Violence Treatment Services
Analysis of Salaries 1998/99
Audit Period From July 1, 1998 through June 30, 2001
Audit I.D. # S03-MCC-0002

Reimbursable Component	<u>Claimed Salaries A</u>	<u>Allowable Salaries per Audit B</u>	<u>Unallowable Salaries per Audit C</u>
A. Administration and Regulation of Batterer's Treatment programs	\$ 103410 96,734	\$ 102460 66,748	\$ (29,986)
B. Victim Notification	77,320	37,528	(39,792)
C. Assessing Future Probability of Defendant Committing Murder	92,008 112211	82,440 102460	(9,568)
Total	<u>\$ 266,062</u>	<u>\$ 186,716</u>	<u>\$ (79,346)</u> 162/5

C = B - A

SANTA CLARA COUNTY
DOMESTIC VIOLENCE TREATMENT SERVICES PROGRAM
SUMMARY OF EXAMINATION
AUDIT PERIOD FROM JULY 1, 1998, THROUGH JUNE 30, 2001
S03-MCC-0002

	1998/99 Claimed Costs <i>A</i>			1998/99 Allowable Costs <i>B</i>			1998/99 Unallowable Costs <i>C</i>		
<u>Description</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Totals</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Totals</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Totals</u>
Total Increased Direct Costs	^{11/24/98} \$ 266,062	^{11/24/98} \$ 83,524	\$ 349,586	^{11/24/98} \$ 186,716	^{11/24/98} \$ 58,610	\$ 245,326	^{11/24/98} \$ 79,346	^{11/24/98} \$ 24,914	\$ 104,260
Indirect Cost Rate	^{3/5/01} 99.67%	99.67%		^{3/5/01} 97.69%	97.69%				
Indirect Costs	\$ 265,181	\$ 83,248	\$ 348,429	\$ 182,403	\$ 57,256	\$ 239,659	\$ 82,778	\$ 25,992	\$ 108,770
Total Increased Costs			\$ 698,015			\$ 484,985			\$ 213,030
Less Offsetting Savings			-			(2,250)			2,250
Total Claim			\$ 698,015			\$ 482,735			\$ 215,280
Less 10% Late Penalty			-			-			-
Total Net Claim			\$ 698,015			\$ 482,735			\$ 215,280

C = A - B

11/24/98
6/15/01
Chels

SANTA CLARA COUNTY
DOMESTIC VIOLENCE TREATMENT SERVICES PROGRAM
SUMMARY OF EXAMINATION
AUDIT PERIOD FROM JULY 1, 1998, THROUGH JUNE 30, 2001
S03-MCC-0002

	1999/2000 Claimed Costs <i>A</i>			1999/2000 Allowable Costs <i>B</i>			1999/2000 Unallowable Costs <i>C</i>		
Description	Salaries	Benefits	Totals	Salaries	Benefits	Totals	Salaries	Benefits	Totals
Total Increased Direct Costs	\$ 329,603	\$ 71,246	\$ 400,849 <i>\$6743</i>	\$ 186,852	\$ 41,257	\$ 228,109 <i>\$4213</i>	\$ 142,751	\$ 29,989	\$ 172,740 <i>\$4213</i>
Indirect Cost Rate	<i>5321</i> 99.50%	99.50%		<i>5321</i> 83.66%	83.66%				
Indirect Costs	\$ 327,966	\$ 70,892	\$ 398,858	\$ 156,320	\$ 34,516	\$ 190,836	\$ 171,646	\$ 36,376	\$ 208,022
Total Increased Costs			\$ 799,707			\$ 418,945			\$ 380,762
Less Offsetting Savings			(3,000)			(3,000)			-
Total Claim			\$ 796,707 <i>\$6742</i>			\$ 415,945 <i>\$4213</i>			\$ 380,762 <i>\$6742</i>
Less 10% Late Penalty			742			742			-
Total Net Claim			\$ 795,965			\$ 415,203			\$ 380,762

1524
04/21/01
08/01/01

SANTA CLARA COUNTY
DOMESTIC VIOLENCE TREATMENT SERVICES PROGRAM
SUMMARY OF EXAMINATION
AUDIT PERIOD FROM JULY 1, 1998, THROUGH JUNE 30, 2001
S03-MCC-0002

	2000/01 Claimed Costs <i>A</i>			2000/01 Allowable Costs <i>B</i>			2000/01 Unallowable Costs <i>C</i>		
Description	Salaries	Benefits	Totals	Salaries	Benefits	Totals	Salaries	Benefits	Totals
Total Increased Direct Costs	\$ 225,786	\$ 50,155	\$ 275,941 ¹⁶²⁴³	\$ 161,649	\$ 35,902	\$ 197,551 ¹⁶²⁴³	\$ 64,137	\$ 14,253	\$ 78,390 ¹⁶²⁴³
Indirect Cost Rate	^{353/} 94.27% 94.27%			^{353/} 94.09% 94.09%					
Indirect Costs	\$ 212,841	\$ 47,279	\$ 260,120	\$ 152,096	\$ 33,780	\$ 185,876	\$ 60,745	\$ 13,499	\$ 74,244
Total Increased Costs			\$ 536,061			\$ 383,427			\$ 152,634
Less Offsetting Savings			(2,750)			(2,750)			-
Total Claim			\$ 533,311 ¹⁶²⁴³			\$ 380,677			\$ 152,634
Less 10% Late Penalty			-			-			-
Total Net Claim			\$ 533,311			\$ 380,677			\$ 152,634

CP 12/03
6/15/06
16247

162/8
as c/o
che/10

County of Santa Clara
Legislatively Mandated Domestic Violence Treatment Services
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Salaries and Benefits 1998-2001

Component	1998-99 Claimed Costs ^A			1998-99 Allowable Costs ^B			1998-99 Unallowable Costs ^C		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration and Regulation of Batters Treatment Program	\$ 96,734	\$ 30,368	\$ 127,102	\$ 66,748	\$ 20,952	\$ 87,700	\$ 29,986	\$ 9,416	\$ 39,402 10/1
Victim Notification	77,320	24,273	101,593	37,528	11,780	49,308	39,792	12,493	52,285 10/2
Assessing Future Probability of Defendant Committing Murder	92,008	28,883	120,891	82,440	25,878	108,318	9,568	3,005	12,573 10/2
Total Direct Costs	\$ 266,062	\$ 83,524	\$ 349,586	\$ 186,716	\$ 58,610	\$ 245,326	\$ 79,346	\$ 24,914	\$ 104,260

Component	1999-2000 Claimed Costs			1999-2000 Allowable Costs			1999-2000 Unallowable Costs		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration and Regulation of Batters Treatment Program	\$ 135,836	\$ 29,362	\$ 165,198	\$ 72,181	\$ 15,938	\$ 88,119	\$ 63,655	\$ 13,424	\$ 77,079 10/1
Victim Notification	77,924	16,844	94,768	47,953	10,588	58,541	29,971	6,256	36,227 10/2
Assessing Future Probability of Defendant Committing Murder	115,843	25,040	140,883	66,718	14,731	81,449	49,125	10,309	59,434 10/2
Total Direct Costs	\$ 329,603	\$ 71,246	\$ 400,849	\$ 186,852	\$ 41,257	\$ 228,109	\$ 142,751	\$ 29,989	\$ 172,740

Component	2000-01 Claimed Costs			2000-01 Allowable Costs			2000-01 Unallowable Costs		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration and Regulation of Batters Treatment Program	\$ 97,047	\$ 21,557	\$ 118,604	\$ 80,208	\$ 17,814	\$ 98,022	\$ 16,839	\$ 3,743	\$ 20,582 10/1
Victim Notification	93,852	20,848	114,700	49,043	10,892	59,935	44,809	9,956	54,765 10/2
Assessing Future Probability of Defendant Committing Murder	34,887	7,750	42,637	32,398	7,196	39,594	2,489	554	3,043 10/2
Total Direct Costs	\$ 225,786	\$ 50,155	\$ 275,941	\$ 129,251	\$ 28,706	\$ 197,551	\$ 64,137	\$ 14,253	\$ 78,390

Component	1998/99-2000/01 Claimed Costs			1998/99-2000/01 Allowable Costs			1998/99-2000/01 Unallowable Costs		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration and Regulation of Batters Treatment Program	\$ 329,617	\$ 81,287	\$ 410,904	\$ 219,137	\$ 54,704	\$ 273,841	\$ 110,480	\$ 26,583	\$ 137,063 10/1
Victim Notification	249,096	61,965	311,061	134,524	33,260	167,784	114,572	28,705	143,277
Assessing Future Probability of Defendant Committing Murder	242,738	61,673	304,411	181,556	47,805	229,361	61,182	13,868	75,050 10/2
Total Direct Costs	\$ 821,451	\$ 204,925	\$ 1,026,376	\$ 535,217	\$ 135,769	\$ 670,986	\$ 286,234	\$ 69,156	\$ 355,390

C = A - B

G = D + E + F

✓ = amounts were adjusted by
one dollar in order for total
claimed costs to equal
allowable costs
416

194/9
 9/5/0
 CRB

Santa Clara County
Legislatively Domestic Violence Treatment Services
Analysis of Benefits 1998/99
Audit Period From July 1, 1998 through June 30, 2001
Audit I.D. # S03-MCC-0002

Reimbursable Component	<u>Benefits Claimed</u>	<u>Allowable Benefits per Audit</u>	<u>Unallowable Benefits per Audit</u>
A. Administration and Regulation of Batterer's Treatment programs	\$ ¹⁶⁴⁴⁸ 30,368 ⁴	\$ ¹⁶⁴⁴⁸ 20,952 ⁴	\$ (9,416)
B. Victim Notification	\$ 24,273	\$ 11,780	\$ (12,493)
C. Assessing Future Probability of Defendant Committing Murder	\$ 28,884 ¹⁶⁴⁴⁸	\$ 25,878 ¹⁶⁴⁴⁸	\$ (3,006)
Calculated Total	<u>\$ 83,525</u>	<u>\$ 58,610</u>	<u>\$ (24,915)</u>
Total (based on claimed cost)	\$ 83,524	\$ 58,610	\$ (24,914) ¹⁶⁴⁴⁸

✓ Although the claimed benefit costs calculate to \$83,525 the county claimed \$83,524. Therefore, the unallowable costs were based on the amount claimed.

Santa Clara County
Legislatively Mandated Domestic Violence Treatment Services Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Salaries and Benefits 1998-99

Component	Name/ Title	Claimed Rate ✓	Claimed Hours ✓	Claimed Salary Amount ✓	Calculated Salaries	Difference in Salaries	Benefit Rate Claimed	Claimed Benefits ✓	Calculated Benefits based on calculated Salaries	Difference in Benefit	Difference Salaries and Benefits
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 35.53	2,723	\$ 96,734 ^{4,276}	\$ 96,748	\$ 14	31.39%	\$ 30,368 ^{4,276}	\$ 30,372	\$ 4	\$ 18
Victim Notification	Various Probation Officers	35.53	2,176	77,320	77,313	(7)	31.39%	\$ 24,273	24,271	(2)	(9)
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	35.53	2,590	92,008	92,023	15	31.39%	28,884	28,889	5	20
				<u>\$ 266,062</u>	<u>\$ 266,084</u>	<u>\$ 22</u>		<u>\$ 83,525</u>	<u>\$ 83,532</u>	<u>\$ 7</u>	<u>\$ 29</u>

		Allowable Rate per Audit	Allowable Hours per Audit	Allowable Salaries per Audit	Unallowable per Audit	Allowable Benefit Rate per Audit	Allowable Benefits per Audit	Unallowable per Audit
Administration and Regulation of Batters Treatment Program	Various Probation Officers	^{4,276} \$ 31.83	^{3,412.5} 2,097	\$ 66,748 ^{4,276}	\$ (29,986)	31.39%	20,952 ^{4,276}	\$ (9,416)
Victim Notification	Various Probation Officers	\$ 31.83	1,179	\$ 37,528	\$ (39,792)	31.39%	11,780	\$ (12,493)
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 31.83	2,590	\$ 82,440	\$ (9,568)	31.39%	25,878	\$ (3,008)
Totals				<u>\$ 186,716</u>	<u>\$ (79,348)</u>		<u>\$ 58,610</u>	<u>\$ (24,915)</u>

✓ = Claimed cost from Santa Clara County's Domestic Violence Treatment Services Claim

162/10
05/15/05
C. Kelly

16246
as 6/6/09
AP/B

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Test of Productive Hours 1998/99

	36117 <u>Claimed</u>	<u>Allowable</u>	<u>Difference</u>
Total Regular Hours	2080	2080	
Vacation/STO Earned	248	36110 248	
Sick Leave Earned ✓	64	0	
Average Sick Leave Used &		16245 53.3	
Paid Holiday	88	36119 88	
Authorized Breaks ✓	101	0	
Training ✓	40	0	
Staff Meeting ✓	24	0	
	565	389.3	
Total Productive Hours	<u>1515</u>	<u>1690.7</u>	-175.7
Average Salary	\$ 53,822	\$ 53,822	
Productive Hourly Rate	35.53	31.83	3.70
		162/10	

✓ SCO management determined that these hours should be included in the productive hours ✓

Q = Auditee submitted average sick leave used hours post exit conference where hours were not audited. However we will audit this area in future audits.

10/4/12
06/15/06
CPD/mj

Santa Clara County
Legislatively Domestic Violence Treatment Services
Analysis of Salaries 1999/2000
Audit Period From July 1, 1998 through June 30, 2001
Audit I.D. # S03-MCC-0002

Reimbursable Component	Claimed Salaries A	Allowable Salaries per Audit B	Unallowable Salaries per Audit C
A. Administration and Regulation of Batterer's Treatment programs	\$ 135,836 ^{10/4/12}	\$ 72,181 ^{10/4/12}	\$ (63,655)
B. Victim Notification	77,924	47,953	(29,971)
C. Assessing Future Probability of Defendant Committing Murder	115,842 ^{10/4/12}	66,718 ^{10/4/12}	(49,124)
Calculated Total	\$ 329,602	\$ 186,852	\$ (142,750)
Total Claimed	\$ 329,603	\$ 186,852	\$ (142,751) ^{10/4/12}

Although the amounts calculate to \$329,602, the county claimed 329,603.
The discrepancy can be due to rounding errors. Therefore, the unallowable
costs will be based on the actual amount claimed.

$$C = B - A$$

162/13
as 4/5/03
P4/13

Santa Clara County
Legislatively Domestic Violence Treatment Services
Analysis of Benefits 1999-2000
Audit Period From July 1, 1998 through June 30, 2001
Audit I.D. # S03-MCC-0002

Reimbursable Component	Benefits Claimed <u>A</u>	Allowable Benefits per Audit <u>B</u>	Unallowable per Audit <u>C</u>
A. Administration and Regulation of Batterer's Treatment programs	\$ 162/13 29,362	\$ 162/14 15,938	\$ (13,424)
B. Victim Notification	16,844	10,588	(6,256)
C. Assessing Future Probability of Defendant Committing Murder	25,040	14,731	(10,309)
Total	<u>\$ 71,246</u>	<u>\$ 41,257</u>	<u>\$ (29,989)</u>

$C = B - A$

Santa Clara County
Legislatively Mandated Domestic Violence Treatment Services-Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Salaries and Benefits 1999-2000

Component	Name/ Title	Claimed Rate	Claimed Hours	Claimed Salary Amount	Calculated Salaries	Difference in Salaries	Benefit Rate Claimed	Claimed Benefits	Calculated Benefits based on calculated Salaries	Difference in Benefit	Difference Salaries and Benefits
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 39.01	3,482	135,836	135,833	(3)	21.62%	29,362	29,361	(1)	(4)
Victim Notification	Various Probation Officers	\$ 39.01	1,997	77,924	77,903	(21)	21.62%	16,844	16,839	(5)	(26)
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 39.01	2,969	115,842	115,821	(21)	21.62%	25,040	25,035	(5)	(26)
				329,602	329,557	(45)		71,246	71,235	(11)	(56)

		Allowable Rate per Audit	Allowable Hours per Audit	Allowable Salaries per Audit	Unallowable per Audit	Allowable Benefit Rate per Audit	Allowable Benefits per Audit	Unallowable per Audit
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 33.51	2,154	\$ 72,181	\$ (63,655)	22.08%	15,938	\$ (13,424)
Victim Notification	Various Probation Officers	\$ 33.51	1,431	\$ 47,953	\$ (29,971)	22.08%	10,588	\$ (6,256)
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 33.51	1,991	\$ 66,718	\$ (49,124)	22.08%	14,731	\$ (10,309)
Totals				\$ 186,852	\$ (142,750)		\$ 41,257	\$ (29,989)

✓ Claimed Amounts on Santa Clara County
Domestic Violence Treatment Services

06/15/00
06/15/00
152/14

16215

as 4/5/03

CP/03

Santa Clara County
Domestic Violence Treatment Services-Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Test of Productive Hours 1999/2000

	<u>362 1/2</u> Claimed		Allowable		Difference
Total Regular Hours		2080		2080	
Vacation/STO Earned	248		362 1/11 248		
Sick Leave Earned ✓	64		0		
Average Sick Leave Used ϕ			164 1/26 47.83		
Paid Holiday	88		362 1/16 88		
Authorized Breaks ✓	101		0		
Training ✓	40		0		
Staff Meeting ✓	24	565	0	383.83	
Total Productive Hours		<u>1515</u>		<u>1696.17</u>	(181.17)
Average Salary	\$ 59,106		\$ 56,833		
Productive Hourly Rate	39.01		33.51 162 1/14		5.50

✓ SCO management determined that these hours should be included in the productive hours. ✓

ϕ = Auditor submitted average sick leave used hours post exit conference these hours were not audited at this time. However, we will audit this area in future audits

1624/16

as 6/8/03

CPD/03

Santa Clara County
Legislatively Domestic Violence Treatment Services
Analysis of Salaries 2000-01
Audit Period From July 1, 1998 through June 30, 2001
Audit I.D. # S03-MCC-0002

Reimbursable Component	Salaries Claimed	Allowable Salaries per Audit	Unallowable Salaries per Audit
A. Administration and Regulation of Batterer's Treatment programs	\$ ^{1624/16} 97,047 ⁴	\$ ^{1624/16} 80,208 ⁴	\$ (16,839)
B. Victim Notification	93,852	49,043	(44,809)
C. Assessing Future Probability of Defendant Committing Murder	34,888	32,398	(2,490)
Total	<u>\$ 225,787</u>	<u>\$ 161,649</u>	<u>\$ (64,138)</u>
Adjusted Claim Amount	\$ <u>225,786</u>	\$ <u>161,649</u>	\$ <u>(64,137)</u> ^{1624/16}

The county claimed a total amount of \$275,941 in salaries and benefits (\$225,787 salaries and \$50,155 in benefits). These amounts actually total \$275,942. The auditor adjusted the salary amount down by one dollar so the total claim amount would add. The audit adjustments will be based on this amount.

162/17

as 4/5/07
CPK/07

Santa Clara County
Legislatively Domestic Violence Treatment Services
Analysis of Benefits 2000-01
Audit Period From July 1, 1998 through June 30, 2001
Audit I.D. # S03-MCC-0002

Reimbursable Component	<u>Claimed Benefits</u>	<u>Allowable Benefits per Audit</u>	<u>Unallowable Benefits per Audit</u>
A. Administration and Regulation of Batterer's Treatment programs	\$ ^{16,416} 21,557	\$ ^{16,416} 17,814	\$ (3,743)
B. Victim Notification	20,848	10,892	(9,956)
C. Assessing Future Probability of Defendant Committing Murder	7,750	7,196	(554)
Total	<u>\$ 50,155</u>	<u>\$ 35,902</u>	<u>\$ (14,253)</u>

162/17

Santa Clara County
Legislatively Mandated Domestic Violence Treatment Services-Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Salaries and Benefits 2000-01

Component	Name/ Title	Claimed Rate	Claimed Hours	Claimed Salary Amount	Calculated Salaries	Difference in Salaries	Benefit Rate Claimed	Claimed Benefits	Calculated Benefits based on calculated Salaries	Difference in Benefit	Difference Salaries and Benefits
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 36.88	2,632	97,047 ^{162/16}	\$ 97,068	\$ 21	22.21%	21,557 ^{162/16}	\$ 21,559	\$ 2	\$ 23
Victim Notification	Various Probation Officers	\$ 36.88	2,545	\$ 93,852	93,860	8	22.21%	\$ 20,848	\$ 20,846	(2)	6
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 36.88	946	\$ 34,888	\$ 34,888	-	22.21%	\$ 7,750	\$ 7,749	(1)	(1)
				<u>\$ 225,787</u>	<u>\$ 225,816</u>	<u>\$ 29</u>		<u>\$ 50,155</u>	<u>\$ 50,154</u>	<u>\$ (1)</u>	<u>\$ 28</u>
		Allowable Rate per Audit	Allowable Hours per Audit	Allowable Salaries per Audit	Unallowable per Audit		Allowable Benefit Rate per Audit	Allowable Benefits per Audit	Unallowable per Audit		
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 34.25 ^{162/16}	2,342 ^{342/16}	\$ 80,208 ^{162/16}	\$ (16,839)		22.21%	17,814 ^{162/16}	\$ (3,743)		
Victim Notification	Various Probation Officers	\$ 34.25	1,432 ^{162/16}	\$ 49,043 ^{49,043}	\$ (44,809)		22.21%	10,892	\$ (9,956)		
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 34.25	946 ^{240/16}	\$ 32,398	\$ (2,490)		22.21%	7,196	\$ (554)		
Totals				<u>\$ 161,648</u>	<u>\$ (64,138)</u>			<u>\$ 35,902</u>	<u>\$ (14,253)</u>		

* Auditor noted a 1 hour error in previous paperwork and corrected

✓ Claimed amounts are Santa Clara County's Domestic Violence Treatment Services claims.

CPA
6/14/01
2/1/01

C/10/18

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Claimed Cases-DV Unit 2000-01

Notifying Victim: Activity	Cases Claimed	Supported Cases per Audit	Unsupported Cases	Comments
Cases for DV unit:				
Letters for New Cases	641	0	641	Upon further review the county stated that no new letter was sent when cases were transferred to the dv unit. These numbers were already captured in the Sharks count.
Letters for Hearings:				
Misdemeanors	241	241	0	
Felonies	270	270	0	
Total hearings	511	511	0	County stated that it must inform victims of changes in the status of the cases. Further the county stated that these numbers were captured in the VOP count. However, this function is not reimbursable under this mandate
Fieldwork	487	435	52	
Total hours DV unit	1639	946	693	
Letters Sharks System	2006	2006	0	
Violation of Probation Letters	1253	1046	207	This function is not reimbursable under this mandate
Time Study	594	594	0	

Cases Transformed into Hours

Notifying Victims: Activity	Allowable Cases per Audit	Time spent doing Activity (in hours)	Total Allowable Hours	Comments
Hours for DV unit:				
Letters for New Cases	0	0.1667	0	not reimbursable under this mandate
Letters for Hearings:				
Misdemeanors	0			
Felonies	0			
Total hearings	0	0.1667	0	not reimbursable under this mandate
Fieldwork	435	1.00	435	
Total hours DV unit			435	
Letters Sharks System	2006	0.3333	669	
Violation of Probation Letters	0	0.1667	0	not reimbursable under this mandate
Time Study	594	0.55	328	SCO management determined that time study would be allowable based on the fact that work was demonstrated.
Total Hours			1432	

162/19
4/6/03
CP/6/03

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Test of Productive Hours 2000-01

	<u>36319</u> Claimed	Allowable	Difference
Total Regular Hours		2080	
Average Productive Hours	1809.94		
Less Holiday	88	88	
Authorized Breaks	113.12	0	
Training	37.17	0	
Vacation/STO Earned		248	
Average Sick Leave Used		16427 51.59	
	<u>238.29</u>	<u>387.59</u>	
Total Productive Hours	<u>1571.65</u>	<u>1692.41</u>	-120.76
Average Salary	\$ 57,961	\$ 57,961	
Productive Hourly Rate	36.88	34.25 162/12	2.63

- ✓ The county created countywide productive hours for all its employees. The SCO has determined that the countywide productive hours is not allowable because it does not take into consideration the different classifications of employees. Therefore the auditor recalculated the productive hours based on the previous years using the departments bargaining contract and average sick leave used. See audit manual "mandated cost Manual local agencies", states "by classification" each job title "

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Offsetting Savings 1998-99

<u>Revenue Deposit Date</u>	<u>Amount</u>
7/1/1998	3 ³⁴ / ₄ 250
7/16/1998	250
7/17/1998	250
7/20/1998	1,000
8/3/1998	250
7/8/1999 ✓	<u>250</u>
Total	<u><u>2,250</u></u>

- ✓ This amount was traced to the county's revenue report on microfiche.
Was not able to make a copy of the microfiche.

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002
Schedule 1-
Summary of Program Costs

1H-1a
DS 10/8/04
9/14/2009
1H-1971H-70

<u>Cost Elements</u>	<u>Actual Costs</u> <u>Claimed</u>	<u>Allowable</u> <u>per audit</u>	<u>Audit</u> <u>Adjustment: Reference¹</u>
<u>July 1, 1998 through June 30, 1999</u>			
Salaries	\$266,062	\$197,037	(69,025) Finding 1
Benefits	83,524	61,850	(21,674) Finding 1
Direct costs	349,586	258,887	(90,699)
Indirect costs	348,429	252,907	(95,522) Findings 1,2
Total direct and indirect costs	698,015	511,794	(186,221)
Less other reimbursements		(2,250)	(2,250) Finding 3
Total program costs	\$698,015	509,544	(\$188,471)
Less amount paid by the State		(482,732)	
Allowable costs claimed in excess of (less than) amount paid		\$26,812	

<u>July 1, 1999 through June 30, 2000</u>			
Salaries	\$329,603	\$203,573	(\$126,030) Finding 1
Benefits	71,246	44,950	(\$26,296) Finding 1
Direct costs	400,849	248,523	(\$152,326)
Indirect costs	398,858	207,915	(\$190,943) Findings 1,2
Total direct and indirect costs	799,707	456,438	(\$343,269)
Less other reimbursements	(3,000)	(3,000)	
Subtotal	796,707	453,438	(\$343,269)
Less late filing penalty	(742)	(742)	
Total program costs	\$795,965	452,696	(\$343,269)
Less amount paid by the State		(415,217)	
Allowable costs claimed in excess of (less than) amount paid		37,479	

<u>July 1, 2000 through June 30, 2001</u>			
Salaries	\$225,786	\$177,071	(\$48,715) Finding 1
Benefits	50,155	39,327	(\$10,828) Finding 1
Direct costs	275,941	216,398	(\$59,543)
Indirect costs	260,120	203,609	(\$56,511) Findings 1,2
Total direct and indirect costs	536,061	420,007	(\$116,054)
Less other reimbursements	(2,750)	(2,750)	
Total program costs	\$533,311	417,257	(\$116,054)
Less amount paid by the State		(380,667)	
Allowable costs claimed in excess of (less than) amount paid		36,590	

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002
Schedule 1-
Summary of Program Costs

114-16
DS 10/8/89

<u>Cost Elements</u>	<u>Actual Costs Claimed</u>	<u>Allowable per audit</u>	<u>Audit Adjustments</u>
<u>Summary: July 1, 1998 through June 30, 2001</u>			
Salaries	\$821,451	\$577,681	(\$243,770)
Benefits	204,925	\$146,127	(\$58,798)
Direct costs	1,026,376	\$723,808	(\$302,568)
Indirect costs	1,007,407	\$664,431	(\$342,976)
Total direct and indirect costs	2,033,783	\$1,388,239	(\$645,544)
Less other reimbursements	(5,750)	(\$8,000)	(\$2,250)
Subtotal	2,028,033	\$1,380,239	(\$647,794)
Less late filing penalty	(742)	(742)	
Total program costs	<u>\$2,027,291</u>	<u>1,379,497</u>	<u>(\$647,794)</u>
Less amount paid by the State		<u>(1,278,616)</u>	
Allowable costs claimed in excess of (less than) amount paid		<u><u>\$100,881</u></u>	

1A-1/2

1A-1/5

1A-1/9

1A-1/12

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002

1H-2
bs 7/13/09

Purpose: To document the additional allowed costs to Santa Clara County's Domestic Violence Treatment Services Program for the audit period July 1, 1998 through June 30, 2001.

Source: Scope sheets and supporting documentation for the following activities: (1) providing resources to victims, (2) training, and (3) meeting and conferring with other agencies. w/p 1H-4, 1H-5, 1H-6

Scope: Summarized the additional hours and costs for the revised final report.

Analysis:

^{1H-4b}
For FY 1998-99, 324.5 additional hours were allowed for providing resources to victims. The hours were supported by a time study conducted in June 2003. As a result, of the additional allowed hours, allowable costs increased by \$26,809. (Salary rate \$31.83, Benefit rate 31.39%, Indirect cost rate 97.69%)

^{1H-4b}
For FY 1999-2000, 499 additional hours were allowed for the following activities: (1) 165 hours for providing resources to victims, (2) 232 hours for training, and (3) 102 hours for meeting and conferring with other agencies. The hours were supported by a time study, training sign in sheets, and management information reports, respectively. As a result of the additional allowable hours, allowable costs increased by \$37,492. (Salary rate \$33.51, Benefit rate 22.08%, Indirect cost rate 83.66%)

^{1H-4b}
For FY 2000-01, 450.25 additional hours were allowed for the following activities: (1) 160.25 hours for providing resources to victims, (2) 224 hours for training, and (3) 66 hours for meeting and conferring with other agencies. The hours were supported by a time study, training sign in sheets, and management information reports, respectively. As a result of the additional allowable hours, allowable costs increased by \$36,580. (Salary rate \$34.25, Benefit rate 22.21%, Indirect cost rate 94.09%)

The following table summarizes the increased costs:

Fiscal Year	1998-99	1999-2000	2000-01	Total
Salaries	\$10,321	\$16,721	\$15,422	\$42,464
Benefits	<u>3,240</u>	<u>3,693</u>	<u>3,425</u>	<u>10,358</u>
Direct Costs	13,561	20,414	18,847	52,822
Indirect Costs	<u>13,248</u>	<u>17,078</u>	<u>17,733</u>	<u>48,059</u>
Total Direct & Indirect Costs	\$26,809	\$37,492	\$36,580	\$100,881

Conclusion: Allowable costs for Santa Clara County's Domestic Violence Treatment Services Program increased \$100,881.

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002

14-3a
DS 7/13/09

Purpose: To document the unallowable direct costs by program component for the audit period.

Source: Analysis of Salaries and Benefits 1998-2001 worksheet, (auditor generated), w/p 14-3b

Scope: Summarized the claimed costs, allowable costs and audit adjustments by program component.

Conclusion:

For administration and regulation of batterer's treatment programs, the county claimed salaries and benefits totaling \$90,949 (\$25,841 for FY 1998-99, \$56,555 for FY 1999-2000, and \$8,443 for FY 2000-01) that were either not supported or ineligible.

For victim notification, the county claimed \$136,569 (\$52,285 for FY 1998-99, \$36,227 for FY 1999-2000, and \$48,057 for FY 2000-01) that were either not supported or ineligible.

For assessment and future probability of defendant committing murder, the county claimed salaries and benefits totaling \$75,050 (\$12,573 for FY 1998-99, \$59,434 for FY 1999-2000, and \$3,043 for FY 2000-01) that were unsupported.

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002
Analysis of Salaries and Benefits 1998-2001

Component	1998-99 Claimed Costs			1998-99 Allowed Costs			1998-99 Unallowed Costs		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration	96,734	30,368	127,102	77,069	24,192	101,261	(19,665)	(6,176)	(25,841)
Victim Notification	77,320	24,273	101,593	37,528	11,780	49,308	(39,792)	(12,493)	(52,285)
Future Probability	92,008	28,883	120,891	82,440	25,878	108,318	(9,568)	(3,005)	(12,573)
Total Direct Costs	<u>266,062</u>	<u>83,524</u>	<u>349,586</u>	<u>197,037</u>	<u>61,850</u>	<u>258,887</u>	<u>(69,025)</u>	<u>(21,674)</u>	<u>(90,699)</u>

1H-3a 1A-1/13
1A-1/14
17.5

Component	1999-00 Claimed Costs			1999-00 Allowed Costs			1999-00 Unallowed Costs		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration	135,836	29,362	165,198	88,902	19,631	108,533	(46,934)	(9,731)	(56,665)
Victim Notification	77,924	16,844	94,768	47,953	10,588	58,541	(29,971)	(6,256)	(36,227)
Future Probability	115,843	25,040	140,883	66,718	14,731	81,449	(49,125)	(10,309)	(59,434)
Total Direct Costs	<u>329,603</u>	<u>71,246</u>	<u>400,849</u>	<u>203,573</u>	<u>44,950</u>	<u>248,523</u>	<u>(126,030)</u>	<u>(26,296)</u>	<u>(152,326)</u>

1H-3a 1A-1/13
1A-1/14

Component	2000-01 Claimed Costs			2000-01 Allowed Costs			2000-01 Unallowed Costs		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration	97,047	21,557	118,604	90,141	20,020	110,161	(6,906)	(1,537)	(8,443)
Victim Notification	93,852	20,848	114,700	54,532	12,111	66,643	(39,320)	(8,737)	(48,057)
Future Probability	34,887	7,750	42,637	32,398	7,196	39,594	(2,489)	(554)	(3,043)
Total Direct Costs	<u>225,786</u>	<u>50,155</u>	<u>275,941</u>	<u>177,071</u>	<u>39,327</u>	<u>216,398</u>	<u>(48,715)</u>	<u>(10,828)</u>	<u>(59,543)</u>

1H-3a 1A-1/13
1A-1/14

Component	98/99-2000/01 Claimed Costs			98/99-2000/01 Allowed Costs			98/99-2000/01 Unallowed Costs		
	Salaries	Benefits	Total	Salaries	Benefits	Total	Salaries	Benefits	Total
Administration	329,617	81,287	410,904	256,112	63,843	319,955	(73,505)	(17,444)	(90,949)
Victim Notification	249,096	61,965	311,061	140,013	34,479	174,492	(109,083)	(27,486)	(136,569)
Future Probability	242,738	61,673	304,411	181,556	47,805	229,361	(61,182)	(13,868)	(75,050)
Total Direct Costs	<u>821,451</u>	<u>204,925</u>	<u>1,026,376</u>	<u>577,681</u>	<u>146,127</u>	<u>723,808</u>	<u>(243,770)</u>	<u>(58,798)</u>	<u>(302,568)</u>

1H-3a 1A-1/13
1A-1/14

1H-3a
6/5/01
7/13/01

1H-4a
bs 7/13/09

**Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002**

Purpose: To reassess the allowable hours for providing victims with resources.

Source: Time study conducted by the county, June 2003, w/p 1H-4e & n
Hourly salary and benefit rates for probation officers, w/p 1G-2/12, 1G-2/14, 1G-2/18
New cases assigned to unit, w/p 3H-1/6, 3H-2/7, 3H-3/6

Scope: Reviewed the time study results and applied salary and benefit rates to allowable hours.

Analysis:

1. Background: The county claimed an estimated 5 hours for each probation officer to provide resources over the telephone to victims. The claimed hours totaled 600 for FY 1998-99, 660 for FY 1999-2000, and 660 hours for FY 2000-01. For the first two fiscal years, the hours were claimed under the administrative and regulation component of the mandated program. For FY 2000-01, the hours were claimed under the victim notification component. The SCO determined that the costs were unsupported, since the time devoted to this activity was estimated with no supporting documentation.

The county conducted a time study in June 2003 to document the time spent on providing resources to victims. The time study showed the average time per case was 15 minutes.

The SCO did not accept the results of the time study, stating "The county did not maintain records to substantiate that the specific activity relating to victim telephone contacts was performed. Consequently, it would be inappropriate to project the time study results to the audit period."

The county filed an IRC August 15, 2007 contesting this finding.

2. The SCO reviewed the time study results. Eight probation officers recorded time spent either in person or over the phone with victims during June 2003. The 15 minute time standard per case was documented, and seemed reasonable. However, applying the time standard to all cases in the domestic violence unit during the year was rejected as unreasonable. Once the defendant is assigned to the probation department, the department sends letters notifying victims of available resources. Therefore, the presumption is that victims contacting the department would ensue shortly after the receipt of the letters. The more appropriate units to apply the 15 minute time standard would be to new cases assigned during the year.
3. In determining allowable costs for the victim notification by phone, the SCO multiplied the new cases in the unit by the time standard to arrive at allowable hours. For each fiscal year, allowable hours were multiplied by the allowable

1H-46
DS 7/13/09

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002

salary and benefit rates to arrive at allowable direct costs. The salary and benefit rates for each fiscal year are as follow:

4.

<u>Fiscal Year</u>	<u>Salary Rate</u>	<u>Benefit Rate</u>
1998-99	\$31.83	31.39%
1999-2000	\$33.51	22.08%
2000-01	\$34.25	22.21%

The following table summarizes the revised allowable costs for victim notification:

FY	1998-99	1999-2000	2000-01	Total
New cases	1297	660	641	2598
Hours	324.25 1H-2	165 1H-2	160.25 1H-2	649.50
Salaries	\$10,321	\$5,529	\$5,489	\$21,339
Benefits	<u>\$3,240</u>	<u>\$1,221</u>	<u>\$1,219</u>	<u>\$5,680</u>
Direct Costs	\$13,561	\$6,750	\$6,708 - 1A-1/15	\$27,019

Conclusion: The county claimed 1920 hours for notifying victims of resources by phone for the audit period. After reviewing the time study results, we allowed 649.5 hours, resulting in an increase of \$27,019 in direct costs.

\$20,311 Reinstated

6,708 Reinstated

in diff components as claimed

1H-5~
SS 7/13/09

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002

Purpose: To reassess the allowable hours for training activities for FY 1999-00 and FY 2000-01.

Source: Sign in Training Rosters, w/p E-2/5.

Standards and Training for Corrections(STC), w/p 1G-2/20-21

Written declaration of Rita Loncarich, w/p 1H-5 and

Hourly salary and benefit rates for probation officers, w/p 1G-2/14, 1G-2/18

Parameters and guidelines, w/p 2A-1.

Scope: Reviewed the documentation and parameters and guidelines to determine allowable hours.

Analysis:

1. Background: the county claimed 536 training hours for FY1999-00 and 224 training hours for FY 2000-01. Sign in sheets for training held December 15, 1999 showed 29 probation officers attended an 8 hour session, and for March 29, 2001 28 probation officers attended training.

The SCO did not allow the documented training hours because the individuals attending the training did not perform activities related to the administration and regulation component of the mandated program.

The county filed an IRC on August 15, 2007 contesting the audit finding.

2. The parameters and guidelines allow training for the following activities:
 - Administration and regulation of batterer's treatment programs (one-time activity)
 - Notifying victims regarding a defendant's participation in batterer's program and informing victims that attendance in any program does not guarantee that the abuser will not be violent (one-time activity)
 - Notify victims regarding available victim resources(once a year)
 - Training staff on homicidal risk assessment instrument.
3. Course content for the STC training states " This class on domestic violence will give information on the perpetrator and victim relationship and how probation officer can effectively intervene. Per the declaration of Rita Loncarich, trainings include (a) Cycle of Domestic Violence, (b) components of the 52 week Batterers Intervention Programs, (c)Lethality assessment, (d) law enforcement protocol, (e) updated status on D.V. and case law, (f)stay away orders vs. Peaceful contact orders, (g) emergency protective orders, and (h) victim support resources and victim assistance. The training topics fall within the allowable training activities of the parameters and guidelines.
4. Of the 57 probation officers receiving training, eleven were assigned to the Domestic Violence Treatment Service Program during the audit period per the declaration . The remaining officers were assigned to General Supervision and

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002

1H-5b
DS 7/13/09

Investigation. Even though they are not part of the domestic violence unit, they do perform mandated activities, since they handled domestic violence related charges.

5. Allow the documented training hours for two fiscal years. In determining the allowable costs for training, the SCO multiplied the hours by salary and benefit rates to arrive at allowable direct costs. The salary and benefit rates for each fiscal year are as follow:

Fiscal Year	Salary Rate	Benefit Rate
1999-2000	\$33.51	22.08%
2000-01	\$34.25	22.21%

The following table summarizes the revised allowable costs for training:

Fiscal Year	1999-00	2000-01	Total
Hours	232 1H-2	224 1H-2	456
Salaries	\$7,774	\$7,672	\$15,446
Benefits	<u>\$1,717</u>	<u>\$1,704</u>	<u>\$3,421</u>
Direct Costs	\$9,491	\$9,376	\$18,867

PA-1/14

Conclusion: The county claimed 860 hours for training for the audit period. After reviewing the audit documentation, we allowed are 456 hours, resulting in an increase of \$18,867 for direct costs. 1A-121

1H-6a
DS 7/13/09

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002

Purpose: To reassess the allowable hours ^{for} of meeting and conferring for FY 1999-00 and FY 2000-01.

Source: County Hours Calculation worksheets, w/p 3H-2/ 5 & 6, 3H-3/5 & 6
Parameters and Guidelines, w/p 2a-1
Management Information Reports, w/p 1H-6C through 1H-6ans
Hourly Salary and Benefit rates for probation officers, w/p 1G-2/14, 1G-2/18

Scope: Reviewed the submitted documentation and parameters and guidelines to determine additional allowable hours.

Analysis:

1. Background: The county claimed 242 DPO meeting hours for FY 1999-00 and 456 DPO meeting hours for FY 2000-01. The county did not include the SPO meeting hours for either fiscal year. The SCO disallowed 102 hours in FY 1999-00 and 66 hours in FY 2000-01 as duplications. The county claimed that two separate units within the probation department attended meetings- the administrative unit of the batterer's program and the Family Domestic Violence Center.

The county filed an IRC on August 15, 2007 contesting the audit finding.

2. The parameters and guidelines allow meeting and conferring with and soliciting input from criminal justice agencies and domestic violence victim advocacy program. The parameters and guidelines do not limit the number of individuals, nor the rank of individuals attending meetings.
3. The documentation provided in the IRC clearly shows by month who attended meetings. The Management Information Summary is substantiated with monthly information reports submitted by the SPO. Moreover, the Family Violence Center meetings with designated hours is also included for FY2000-01.
4. Allow additional 102 and 66 meeting hours for fiscal years 1999-00 and 2000-01, respectively. In determining the allowable costs for meeting and conferring, the SCO multiplied the hours by salary and benefit rates to arrive at additional allowable hours. The salary and benefit rates for each year are as follow:

Fiscal Year	Salary Rate	Benefit Rate
1999-00	\$33.51	22.08%
2000-01	\$34.25	22.21%

Santa Clara County
Domestic Violence Treatment Services
July 1, 1998 through June 30, 2001
S03-MCC-002

1H-6b
DS 7/13/09

The following table summarizes the additional allowable meeting costs.

Fiscal Year	1999-00	2000-01	Total
Hours	102 1H-2	66 1H-2	168
Salaries	\$3,418	\$2,261	\$5,679
Benefits	<u>\$ 755</u>	<u>\$ 502</u>	<u>\$1,257</u>
Direct Costs	\$4,173	\$2,763	\$6,936

1A-1/14
1A-1/21

Conclusion: The county claimed meeting 698 hours for FY 1999-00 and FY200-01. After reviewing the documentation, we allowed all the claimed hours, resulting in an increase of \$6,936 in direct costs.

Santa Clara County Domestic Violence Treatment Services
July 1, 1998, through June 30, 2001
S03-MCC-002
Allocation of Indirect Cost Overstatements

1H-8
DS 10/8/09
J. H. Hines

Purpose: To determine the amount of overstated indirect costs attributable to Finding 1: Overstated salaries and benefits and Finding 2: Overstated Indirect cost rate.

Source: Final Report for Santa Clara Domestic Violence Treatment Services, dated February 2004, w/p 1A-6
Analysis of Salaries and Benefits worksheet, w/p 1H-36
Indirect cost rate analysis, w/p 3J-1, 3J-2, 3J-3

Scope: Allocated indirect cost adjustments between the two findings based on increased allowable costs.

Analysis:	1998-99	1999-00	2000-01	Total
Direct Costs	\$258,887	\$248,523	\$216,398	\$723,808
ICR allowed	<u>1H-1</u> 97.69%	<u>1H-2</u> 83.66%	<u>1H-2</u> 94.09%	
Indirect Cost Allowed	\$252,907	\$207,915	\$203,609	\$664,431
Claimed Indirect Cost	<u>1A-1/22</u> \$348,429	<u>1A-1/22</u> \$398,858	<u>1A-1/22</u> \$260,120	<u>1A-1/22</u> \$1,007,407
Overstatement	\$95,522	\$190,943	\$56,511	\$342,976
Finding 1	\$90,400	\$151,564	\$56,131	\$298,095
Finding 2	\$5,122 <u>1A-1/22</u>	\$39,379 <u>1A-1/22</u>	\$380 <u>1A-1/22</u>	\$44,881 <u>1A-1/22</u>
Overstated Salaries & Benefits	\$90,699	\$152,326	\$59,543	
Claimed IC rate	<u>1H-1</u> 99.67%	<u>1H-2</u> 99.50%	<u>1H-2</u> 94.27%	
Finding 1 overstated indirect cost	\$90,400	\$151,564 <u>1A-1/6</u>	\$56,131	
		<u>1A-1/5</u>		
	Finding 1	Finding 2	Total	
Overstated Indirect costs: Final	<u>1A-1/5</u> \$349,690	\$41,345	\$391,035	
Overstated Indirect costs: Revised	\$298,095	\$44,881	\$342,976	
Increased allowable indirect costs	\$51,595	<u>-\$3,536</u>	\$48,059	

Conclusion: Of the total overstated indirect costs of \$342,976, \$298,095 is attributable to Finding 1 and \$44,881 to Finding 2. Increased allowable costs are comprised of direct costs of \$52,822 plus indirect costs of \$48,059, which total \$100,881.

Tab 7

3/1/6
5/10/1/02, 11/1/0
2/10/03, 4/10/0

OB/p3

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Test of Productive Hours 1998/99

	<u>341/7</u> <u>Claimed</u>		<u>Allowable</u>		<u>Difference</u>
Total Regular Hours		2080		2080	
Vacation/STO Earned	248		248 ✓		
Sick Leave Earned	64		0		
Paid Holiday	88		88 ✓		
Authorized Breaks	101		0		
Training	40		0		
Staff Meeting	24		0		
		565		336	
Total Productive Hours		<u>1515</u> <u>341/1</u>		<u>1744</u> <u>341/2</u>	-229
Average Salary		<u>341/7</u> \$ 53,822 <u>341/1</u>		\$ 53,822 <u>341/1</u>	
Productive Hourly Rate		<u>341/7</u> 35.53 <u>341/6</u>		30.86 <u>341/5</u> <u>341/1</u>	4.67

SC 2/6
 10/1/02, 11/18/02
 2/10/03, 4/17/03
 CR/6/87

Santa Clara County
Domestic Violence Treatment Services-Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Test of Productive Hours 1999/2000

	<u>36218</u> Claimed	Allowable	Difference
Total Regular Hours	2080	2080	
Vacation/STO Earned	248	248	
Sick Leave Earned α	64	0	
Paid Holiday	88	88	
Authorized Breaks \checkmark	101 $PA/15$	0	
Training \checkmark	40	0	
Staff Meeting \checkmark	24	0	
	<u>565</u>	<u>336</u>	
Total Productive Hours	<u>1515</u>	<u>1744</u>	(229.00)
Average Salary	36217 \$ 59,106 36211	36212 \$ 56,833 36211 36212	
Productive Hourly Rate	39.01 36215	32.59 36215 36212	6.42

\checkmark = SCO management determined that these hours should be included in the productive hours. therefore these hours were added back into the productive hours.

α = the county used sick leave earned instead of sick leave used. these hours were included back into the productive hours.

05/5/00
to 10/1/00 4/1/00
05/03

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Test of Productive Hours 2000-01

	<u>Claimed</u>	<u>Allowable</u>	<u>Difference</u>
Total Regular Hours		2080	
Average Productive Hours	1809.94		
Less Holiday	88	88	
Authorized Breaks	113.127 16/15	0	
Training (Required)	37.17	0	
Vacation/STO Earned		248	
Paid Holiday			
	238.29	336	
Total Productive Hours	<u>1571.65</u>	<u>1744</u>	-172.35
Average Salary	\$ 57,961 3074	\$ 57,961 3074	
Productive Hourly Rate	36.88 3074	33.23 3074	3.64

✓ The county created countywide productive hours for all its employees. The SCO has determined that the countywide productive hours is not allowable because it does not take into consideration the different classifications of employees. Therefore the auditor recalculated the productive hours based on the previous years using the departments bargaining contract. Total hours allowable productive hours 1744. ✓

Tab 8

SANTA CLARA COUNTY PROBATION DEPARTMENT
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
TIME STUDY

Total V Hours
18 Hours.

NAME (Last, First, M.I.)	Empl. Code	Position / Title	UNIT	Month / Year
Hayes, Brenda		DPO III	Inw. III	May / 1999

PROGRAM ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
A. Administration and regulation of batterers' treatment programs.																																
B. Victim Notification.			1/4	1/4	1/4	1/2	1/2			1/4	1/4		3/4					3/4						1/4	1/2	1/4						
C. Assessing future probability of defendant committing murder			1/2		1/2						1/2	1/2	1/2	3/4										3			4					
Others			7 1/4	7 1/4	7 1/4	7 1/2	7 1/2			7 1/4	6 1/4	5 1/2	6 1/4	7 1/4			8 7/4	8	8	8				4 3/4	1 1/2	7 1/4	8	4				
TOTAL HOURS			8	8	8	8	8			8	8	8	8	8			8	8	8	8				8	8	8	8	8				

(4
45
13
15
14
Total
111

WORKER: I HEREBY CERTIFY THAT THIS IS TRUE AND ACCURATE
REPORT OF MY TIME AND FUNCTION PERFORMED AS SHOWN ABOVE.

SUPERVISOR: I HEREBY CERTIFY THAT THE EMPLOYEE'S DAILY TIME RECORDS HAVE BEEN
EXAMINED AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS TIME RECORD
IS TRUE AND CORRECT AND THE FUNCTIONS WERE PERFORMED AS SHOWN ABOVE

Employee Signature: *Brenda Hayes*
DATE: 6-10-99

Supervisor Signature: *[Signature]*
DATE: 6-10-99

WEEKLY SCHEDULE: () 20 HRS () 32 HRS () 36 HRS (X) 38 - 40 HRS () 4/10 - 40 HRS () 9/80 SCHEDULE

Sample
time study used
in FY 98/99 and 99/00

5/11/99
5/12/99

SANTA CLAY COUNTY PROBATION DEPARTMENT
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
TIME STUDY

Total 14 HOURS
14 Hours

NAME (Last, First, M.I.)	Empl. Code	Position / Title	UNIT	Month / Year
Schloetter, William M.		DPD	Adult Inm III	May / 1999

PROGRAM ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
A. Administration and regulation of batterers' treatment programs.																																
B. Victim Notification.	XX	0	0	0	0	0	XX	1	0	0	0	0	XX	0	0	0	0	0	0	0	XX	1/2	0	0	0	0	0	0	XX	1/2		
C. Assessing future probability of defendant committing murder	XX	1	2	1/2	0	1	XX	2	2	0	0	0	XX	0	0	0	0	0	0	0	XX	0	0	0	1	1	0	XX	1/2			
Others	XX	7	6	5 1/2	8	7	XX	5	6	8	8	8	XX	8	8	8	8	8	8	XX	7 1/2	8	7	7	8	XX	1/2					
TOTAL HOURS	XX	8	8	8	8	8	XX	8	8	8	8	8	XX	8	8	8	8	8	8	XX	8	8	8	8	8	8	8	XX	146			

WORKER: I HEREBY CERTIFY THAT THIS IS TRUE AND ACCURATE REPORT OF MY TIME AND FUNCTION PERFORMED AS SHOWN ABOVE.

William M. Schloetter
EMPLOYEE SIGNATURE
6-10-99
DATE

SUPERVISOR: I HEREBY CERTIFY THAT THE EMPLOYEE'S DAILY TIME RECORDS HAVE BEEN EXAMINED AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS TIME RECORD IS TRUE AND CORRECT AND THE FUNCTIONS WERE PERFORMED AS SHOWN ABOVE.

[Signature]
SUPERVISOR
6-10-99
DATE

WEEKLY SCHEDULE: () 20 HRS. () 32 HRS. () 36 HRS. ☒ 5/8 - 40 HRS. () 4/10 - 40 HRS. () 9/80 SCHEDULE

sample

SANTA CLARA COUNTY PROBATION DEPARTMENT
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
TIME STUDY

Total D.V. Hours:
7 Hrs.

NAME (Last, First, M.I.)	Empl. Code	Position / Title	UNIT	Month / Year
MARTINEZ, MANUEL				May / 1999

PROGRAM ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
A. Administration and regulation of batterers' treatment programs.																																	
B. Victim Notification.																																	
C. Assessing future probability of defendant committing murder			1		1					1	1			1			1		5														5
Others			1	8	7		8			7	7	8	8	7			7	8	7	8	8				8	8	8	8	8	8			6.5
TOTAL HOURS			8	8	8	0	8			8	8	8	8	8			8	8	8	8	8				8	8	8	8	8	8			153.
																																	160.

WORKER: I HEREBY CERTIFY THAT THIS IS TRUE AND ACCURATE
REPORT OF MY TIME AND FUNCTION PERFORMED AS SHOWN ABOVE.

SUPERVISOR: I HEREBY CERTIFY THAT THE EMPLOYEE'S DAILY TIME RECORDS HAVE BEEN
EXAMINED AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS TIME RECORD
IS TRUE AND CORRECT AND THE FUNCTIONS WERE PERFORMED AS SHOWN ABOVE

[Signature]
EMPLOYEE SIGNATURE

6/7/99
DATE

[Signature]
SUPERVISOR

6-10-99
DATE

WEEKLY SCHEDULE: () 20 HRS () 32 HRS () 36 HRS ☒ 5/8 - 40 HRS () 4/10 - 40 HRS () 9/80 SCHEDULE

sample

5/9/99

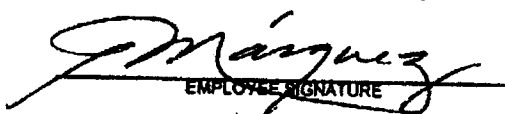
SANTA CLARA COUNTY PROBATION DEPARTMENT
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
TIME STUDY

NAME (Last, First, M.I.)	Empl. Code	Position / Title	UNIT	Month / Year
MARQUEZ, Sandra		DPO I	INV II	June 2001

PROGRAM ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
A. Administration and regulation of batterers' treatment programs.		X	X						X	X						X	X						X	X						X	X	
B. Victim Notification.		X	X	.5					X	X	.5					X	X						X	X	.5					X	X	1.5
C. Assessing future probability of defendant committing murder		X	X	2					X	X	2					X	X						X	X	2					X	X	6.0
Others	8	X	X	5.5	8	8	8	8	X	X	5.5	8	8	8	8	X	X	8	8	8	8	8	X	X	5.5	8	8	8	8	X	X	160.5
TOTAL HOURS	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	8	X	X	8	8	8	8	X	X	168.0	

WORKER: I HEREBY CERTIFY THAT THIS IS TRUE AND ACCURATE
REPORT OF MY TIME AND FUNCTION PERFORMED AS SHOWN ABOVE.

SUPERVISOR: I HEREBY CERTIFY THAT THE EMPLOYEE'S DAILY TIME RECORDS HAVE BEEN
EXAMINED AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS TIME RECORD
IS TRUE AND CORRECT AND THE FUNCTIONS WERE PERFORMED AS SHOWN ABOVE.


EMPLOYEE SIGNATURE

6/31/01
DATE


SUPERVISOR

6-29-01
DATE

WEEKLY SCHEDULE: () 20 HRS. () 32 HRS. () 36 HRS. ☒ 5/8 - 40 HRS. () 40 - 40 HRS. () 9/80 SCHEDULE

sample
time study used
on 6/1/00/01

6/1/01
1.5



SANTA CLARA COUNTY PROBATION DEPARTMENT
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
TIME STUDY

NAME (Last, First, M.I.)	Empl. Code	Position / Title	UNIT	Month / Year
Atwell, Dianne		DPO III	Inv 2	0601

PROGRAM ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
A. Administration and regulation of batterers' treatment programs.		X	X						X	X						X	X						X	X						X	X	
B. Victim Notification.		X	X				1		X	X			1			X	X			1			X	X			1			X	X	4
C. Assessing future probability of defendant committing murder		X	X				1		X	X			1			X	X			1			X	X			1			X	X	4
Others	10	X	X		10	10	8	10	X	X		10	10	8	10	X	X	1	10	10	8	10	X	X		10	10	8	10	X	X	142
TOTAL HOURS	10	X	X	F	10	10	10	10	X	X	F	10	10	10	X	X	F	10	10	10	X	X	F	10	10	10	X	X	F	10	10	170

WORKER: I HEREBY CERTIFY THAT THIS IS TRUE AND ACCURATE
REPORT OF MY TIME AND FUNCTION PERFORMED AS SHOWN ABOVE.

SUPERVISOR: I HEREBY CERTIFY THAT THE EMPLOYEE'S DAILY TIME RECORDS HAVE BEEN
EXAMINED AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS TIME RECORD
IS TRUE AND CORRECT AND THE FUNCTIONS WERE PERFORMED AS SHOWN ABOVE.

EMPLOYEE SIGNATURE DATE 6/29/01 SUPERVISOR DATE 7-6-01

WEEKLY SCHEDULE: () 20 HRS. () 32 HRS. () 36 HRS. () 5/8 - 40 HRS. () 4/10 - 40 HRS. () 9/80 SCHEDULE

sample

**SANTA CLARA COUNTY PROBATION DEPARTMENT
DOMESTIC VIOLENCE TREATMENT SERVICES - AUTHORIZATION AND CASE MANAGEMENT
TIME STUDY**

NAME (Last, First, M.I.)	Empl. Code	Position / Title	UNIT	Month / Year
SchueH, Sonya				May-01

PROGRAM ACTIVITIES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
A. Administration and regulation of batterers' treatment programs.																																
B. Victim Notification.	.50					.25						.25	.25									.25										1.5
C. Assessing future probability of defendant committing murder	.50		1		1						1	2	1													2						8.5
Others	7			7	8	6	8	8			7	5	6	8	8			8	8	8	8	7.75			8	8	6	8	8			158
TOTAL HOURS	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8			168	

WORKER: I HEREBY CERTIFY THAT THIS IS TRUE AND ACCURATE
REPORT OF MY TIME AND FUNCTION PERFORMED AS SHOWN ABOVE.

SUPERVISOR: I HEREBY CERTIFY THAT THE EMPLOYEE'S DAILY TIME RECORDS HAVE BEEN
EXAMINED AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS TIME RECORD
IS TRUE AND CORRECT AND THE FUNCTIONS WERE PERFORMED AS SHOWN ABOVE.


EMPLOYEE SIGNATURE

6-29-01
DATE


SUPERVISOR

7/5/01
DATE

WEEKLY SCHEDULE: () 20 HRS. () 32 HRS. () 36 HRS. ☒ 5/8 - 40 HRS. () 4/10 - 40 HRS. () 9/80 SCHEDULE

Sample

Tab 9

Santa Clara County

Domestic Violence Treatment Services Program

July 1, 1998, through June 30, 2001

Audit ID#: S03-MCC-0002

Hours Calculation - Assessing Future Probability of Defendant Committing Murder

Component	Hours Per Case FY 98-99 (a)	Hours Per Case FY 00-01 (b)	Hours Per Case FY 99-00 (c) [(a) + (b)] / 2	Total Cases in FY 99-00 (d)	Allowable Hours in FY 99-00 (e) (c) * (d)
Assessing Future Probability	<3H2/3d> 4.6833	<3H2/3d> 1.59	3.14	<3H2/4> 634	1991

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

342/03
3/17/03
CP6/03

FY 1998-99 Time Study 341/06

	Components				Total hours	Total DV Hours	Number of Cases During month of May	Total cases for the year
	A	B	C	Other				
component time	2.25	34.12	224.8	4502.83	4764	261.17	48	553
Average time per case for the month	0.0469	0.7108	4.6833	93.8090		5.4410		
Total number of hours per case per year	25.92	393.09	2,589.88	51,876.35		3,008.90		
Less amount for component A						25.92		
Total Allowable hours per analysis						2,982.97		

FY 1999-2000 Average

	Components				Total hours	Total DV Hours	Total cases for the year
	A	B	C	Other			
component time	1.125	31.985	155.4	4055.49	4244	188.51	634
Average time per case per month	0.02	0.63	3.14	80.31	68.96	3.79	
Total number of hours per case per year per component	12.68	399.42	1,990.76	50,916.54	43,720.64	2,402.86	
Less amount for component A						12.68	
Total Allowable hours per analysis						2,390.18	

FY 2000-01 Time Study 342/01

	Components				Total hours	Total DV Hours	Number of Cases During month of May	Total cases for the year
	A	B	C	Other				
component time	0	29.85	86.00	3608.15	3724	115.85	54	594
Average time per case per month	-	0.55	1.59	66.82	68.96	2.15		
Total number of hours per case per year	-	328.35	946.00	39,689.65	40,964.00	1,274.35		
Less amount for component A						-		
Total Allowable hours per analysis						1,274.35		

Numbers will be rounded to the nearest 1.

CALCULATION OF CASES

TOTAL *66 9/30/02*

. of Cases - FY00 (July 1, 1999 - June 30, 2000)
No. of Misdemeanor Cases - FY00 (Jul 99 - June 00)

634

634 (A)

CALCULATION OF HOURS

	Avg. Hour per case	Avg. Hour per case	No. of Cases	Total No. of Hours	TOTAL HOURS
A Admin & Regulation					3,482 <i>3112/3</i>
TimeStudy *	0.05		634 (A)	30 <i>3112/3</i>	
Dom. Violence Unit				3,452	
B Victim Notification					1,997 <i>3112/3</i>
TimeStudy *	0.71		634 (A)	4451 <i>3112/3</i>	
VOP Calendar - 3rd Letter (10mins Avg)	0.17		976 (B)	163	
Sharks (10 mins * 2 notification)	0.33		2,283 <i>3112/3</i>	761	
Dom. Violence Unit				623	
C Assessment					2,969 <i>3112/3</i>
TimeStudy *	4.68		634 (A)	2,969 <i>3112/3</i>	

Others

* (using FY 99 Data - Time Study)

3112/36
X451
(399)
52 hours
3112/3

DOMESTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME STUDY - May 1999

Name	Index	Class	Unit	A	B	C	Others	Total Hours	TOTAL DV Hrs.
Baker, James ✓	3724	X50	Inv - II		1.00	8.50	150.50	160.00	9.50
Bates, Deborah ✓	3724	X50	Inv - III		2.00	4.25	153.75	160.00	6.25
Boutin, Robert ✓	3739	X50	Inv - II		2.50	1.50	156.00	160.00	4.00
Campbell, Laurie ✓	3724	X50	Inv - II	0.25	0.50	0.25	159.00	160.00	1.00
Ching, Patrick ✓	3724	X52	Inv - III		0.70	12.80	146.50	160.00	13.50
Clawson, Cheryl ✓	3724	X50	Inv - I		2.50	2.00	155.50	160.00	4.50
Fernandez, Christine ✓	3724	X50	Inv - II		0.50	7.00	152.50	160.00	7.50
Gargiulo, Kathy	3724	X52	Inv - I				160.00	160.00	-
Giarretto, Gary ✓	3724	X50	Inv - III		1.00	0.50	158.50	160.00	1.50
Grubbs, Jim (Xhelp) ✓	3724	X50	Inv - II		0.25	9.25	70.50	80.00	9.50
Hayes, Brenda ✓	3724	X50	Inv - III		4.75	13.25	142.00	160.00	18.00
Hill, Jennifer ✓	3724	X52	Inv - III		2.25	12.00	145.75	160.00	14.25
Kurzenknabe, Michelle ✓	3724	X53	Inv - I		0.25	4.75	155.00	160.00	5.00
Lepak, Paul ✓	3724	X50	Inv - I		1.25	8.75	150.00	160.00	10.00
Marcopulos, Donna ✓	3724	X50	No.Co		0.75		159.25	160.00	0.75
Martinez, Manuel ✓	3724	X52	Inv - III		0.50	6.50	153.00	160.00	7.00
Mattson, Edward ✓	3741	X50	Inv - II		0.25	2.25	121.50	124.00	2.50
Mensah, Joseph ✓	3724	X52	Inv - I		1.00	2.00	157.00	160.00	3.00
Montelongo, Virginia ✓	3724	X52	Inv - I		1.25		158.75	160.00	1.25
Nguyen, Lan ✓	3724	X50	Inv - III		0.75	24.25	135.00	160.00	25.00
Nguyen, Tuyet ✓	3724	X52	Inv - III		3.00	52.00	105.00	160.00	55.00
Okamoto, Alice ✓	3724	X52	Inv - II		1.25	3.50	155.25	160.00	4.75
Perez, David	3724	X48	Inv - III			16.00	144.00	160.00	16.00
Rae, Patricia ✓	3724	X52	Inv - III		0.75	8.25	151.00	160.00	9.00
Rocha, Dina ✓	3739	X53	Inv - II		0.17	0.50	159.33	160.00	0.67
Rupprecht, Jeanne ✓	3724	X50	Inv - I			8.75	151.25	160.00	8.75
Rushmeyer, Ann ✓	3724	X53	Inv - II				80.00	80.00	-
Schloetter, William ✓	3724	X50	Inv - III		1.50	12.50	146.00	160.00	14.00
Schwimmer, Joan ✓	3724	X48	Inv - II			1.00	159.00	160.00	1.00
Thomas, Edna ✓	3724	X50	Inv - II		1.50	0.50	158.00	160.00	2.00
Van Groningen, Karen ✓	3724	X50	No.Co	2.00	2.00	2.00	154.00	160.00	6.00
TOTAL				2.25	34.12	224.80	4,502.83	4,764.00	261.17
AVERAGE (Hours/ 48 cases)				0.05	0.71	4.68	93.81		8.42

B+C

Page 16-48
 5/11/99
 5093062

**DOMESTIC VIOLENCE TREATMENT SERVICES
PRODUCTIVE HOURS TIME STUDY - June 2001**

Name	Index	Class	Unit	A	B	C	Others	TOTAL	Total DV Hrs.
Cerussi, Jane	3724	X52	Inv - I		1.00	4.50	162.50	168.00	5.50
Clements, T.C.	3724	X50	Inv - I		7.25	6.50	98.25	112.00	13.75
Hull, John M.	3724	X50	Inv - I		0.35	2.25	29.40	32.00	2.60
Johnson, Mike	3724	X50	Inv - I		0.50	2.00	77.50	80.00	2.50
King, Michael	3724	X52	Inv - I		2.00	15.00	143.00	160.00	17.00
Mensah, Joseph	3724	X50	Inv - I		-	-	160.00	160.00	-
Munoz, Sandra	3724	X50	Inv - I		0.50	2.75	156.75	160.00	3.25
					11.60	33.00	827.40	872.00	44.60
Atwell, Dianne	3724	X50	Inv - II		4.00	4.00	162.00	170.00	8.00
Baker, James W.	3724	X50	Inv - II		1.75	1.00	167.25	170.00	2.75
Davis, Douglas P.	3724	X53	Inv - II		0.25		167.75	168.00	0.25
Demasi, Andrew J.	3724	X53	Inv - II		0.25	2.00	165.75	168.00	2.25
Marquez, Sandra	3724	X53	Inv - II		1.50	6.00	160.50	168.00	7.50
Mattson, Edward	3724	X50	Inv - II		-	-	168.00	168.00	-
Stelle, Thomas A.	3724	X50	Inv - II			5.00	163.00	168.00	5.00
Trione, Joseph	3724	X52	Inv - II		3.00	10.00	155.00	168.00	13.00
Sub-total					10.75	28.00	1,309.25	1,348.00	38.75
Bates, Deborah S.	3724	X50	Inv - III		1.25	6.00	152.75	160.00	7.25
DeJesus, Alysia	3724	X52	Inv - III		0.50	3.00	164.50	168.00	3.50
Martinez, Manuel	3724	X52	Inv - III		0.50	1.00	166.50	168.00	1.50
Nguyen, Lan T.	3724	X50	Inv - III		0.50	1.50	166.00	168.00	2.00
Phan, Can	3724	X52	Inv - III				168.00	168.00	-
Robinson, Linda	3724	X52	Inv - III		1.00		167.00	168.00	1.00
Schuett, Sonya	3724	X52	Inv - III		1.50	8.50	158.00	168.00	10.00
Shannon, Kerry	3724	X52	Inv - III		2.25	5.00	160.75	168.00	7.25
Yoder, Sherry /	3724	X53	Inv - III				168.00	168.00	-
Sub-total					7.50	25.00	1,471.50	1,504.00	32.50
TOTAL				-	29.85	86.00	3,608.15	3,724.00	115.85
AVERAGE (Hours/ 54 cases)				458	0.55	1.59			2.11

4319
6/1/01

Tab 10

Santa Clara County

Domestic Violence Treatment Services Program

July 1, 1998, through June 30, 2001

Audit ID#: S03-MCC-0002

Hours Calculation - Admin & Regulation (Time Study Hours)

Component	Hours from Time Study Claimed	Number of Cases in May	Time per Case	Number of Cases in FY	Claimed Hours
	(a)	(b)	(c)	(d)	(e)
			[(a) / (b)]		(c) * (d)
Admin & Regulation - Time Study	<3H1/16> 2.25	<3H1/6> 48	0.05	<3H1/4> 553	26

CALCULATION OF CASES

3/11/14
on 9/30/02
TOTAL *CP 5/07*

No. of Cases - FY99 (July 1, 1998 - June 30, 1999)	460	
No. of Misdemeanor Cases - FY99 (Jul 98 - June 99)	93	553 (1)

CALCULATION OF HOURS

	Avg. Hour per case	Avg. Hour per case	No. of Cases	Total No. of Hours	TOTAL HOURS
A Admin & Regulation					2,723 <i>344/32</i>
TimeStudy *	0.05		553	26 <i>344/32</i>	
Dom. Violence Unit				2,697	
				2723	
B Victim Notification					2,176 <i>344/32</i>
TimeStudy *	0.71		553 <i>344/32</i>	393 <i>344/32</i>	
VOP Calendar - 3rd Letter (10mins Avg)	0.17		1,296 (2)	216 <i>344/32</i>	
Sharks (10 mins * 2 notification)	0.33		2,446 (3)	815	
Dom. Violence Unit				752	
				2176	
C Assessment					2,590 <i>344/32</i>
TimeStudy *	4.68		553 <i>344/32</i>	2,590 <i>344/32</i>	
Others					

* (using FY 99 Data - Time Study)

(1) Attachment A

(2)

(3) Attachment C

$\Sigma = 1783$

Victim Notification Sup. 3, DV Unit

34116
07 9/30/02
CP/07

New cases to unit

Cases to AMT

Month Defendants

Jul-98 51
Aug-98 42
Sept-98 46
Oct. 98 109
Nov. 98 46
Dec. 98 39
Jan. 99 67
Feb. 99 41
Mar-99 49
Apr-99 42
May-99 38
Jun-99 40

13
20
32
55
12
13
24
39
29
7
16
33

Total 1297 at 10 minutes each
216 hours ✓

Total 293 at 10 minutes each
49 hours ✓

Hearings

Misdemeanors

July	30	16
Aug	19	17
Sept	22	16
Oct	32	12 Felonies
Nov	19	9
Dec	12	15
Jan	19	9
Feb	15	14
March	26	14
April	16	11
May	19	9
June	11	9
Totals	240	151

Field Contacts

Jul-98	49	at 10 minutes each =65.16 hours ,
Aug-98	37	
Sep-98	28	
Oct-98	23	
Nov-98	31	
Dec-98	17	
Jan-99	28	
Feb-99	32	
Mar-99	47	
Apr-99	51	
May-99	48 ★	
Jun-99	31	

422 at one hour each =422 hours ,

Σ = 330.16

6

DOMESTIC VIOLENCE TREATMENT SERVICES
ADULT INVESTIGATION TIME STUDY - May 1999

Name	Index	Class	Unit	A	B	C	Others	Total Hours	TOTAL DV Hrs.
Baker, James ✓	3724	X50	Inv - II		1.00	8.50	150.50	160.00	9.50
Bates, Deborah ✓	3724	X50	Inv - III		2.00	4.25	153.75	160.00	6.25
Boutin, Robert ✓	3739	X50	Inv - II		2.50	1.50	156.00	160.00	4.00
Campbell, Laurie ✓	3724	X50	Inv - II	0.25	0.50	0.25	159.00	160.00	1.00
Ching, Patrick ✓	3724	X52	Inv - III		0.70	12.80	146.50	160.00	13.50
Clawson, Cheryl ✓	3724	X50	Inv - I		2.50	2.00	155.50	160.00	4.50
Fernandez, Christine ✓	3724	X50	Inv - II		0.50	7.00	152.50	160.00	7.50
Gargiulo, Kathy ✓	3724	X52	Inv - I				160.00	160.00	-
Giarretto, Gary ✓	3724	X50	Inv - III		1.00	0.50	158.50	160.00	1.50
Grubbs, Jim (Xhelp) ✓	3724	X50	Inv - II		0.25	9.25	70.50	80.00	9.50
Hayes, Brenda ✓	3724	X50	Inv - III		4.75	13.25	142.00	160.00	18.00
Hill, Jennifer ✓	3724	X52	Inv - III		2.25	12.00	145.75	160.00	14.25
Kurzenknabe, Michelle ✓	3724	X53	Inv - I		0.25	4.75	155.00	160.00	5.00
Lepak, Paul ✓	3724	X50	Inv - I		1.25	8.75	150.00	160.00	10.00
Marcopulos, Donna ✓	3724	X50	No.Co		0.75		159.25	160.00	0.75
Martinez, Manuel ✓	3724	X52	Inv - III		0.50	6.50	153.00	160.00	7.00
Mattson, Edward ✓	3741	X50	Inv - II		0.25	2.25	121.50	124.00	2.50
Mensah, Joseph ✓	3724	X52	Inv - I		1.00	2.00	157.00	160.00	3.00
Montelongo, Virginia ✓	3724	X52	Inv - I		1.25		158.75	160.00	1.25
Nguyen, Lan ✓	3724	X50	Inv - III		0.75	24.25	135.00	160.00	25.00
Nguyen, Tuyet ✓	3724	X52	Inv - III		3.00	52.00	105.00	160.00	55.00
Okamoto, Alice ✓	3724	X52	Inv - II		1.25	3.50	155.25	160.00	4.75
Perez, David ✓	3724	X48	Inv - III			16.00	144.00	160.00	16.00
Rae, Patricia ✓	3724	X52	Inv - III		0.75	8.25	151.00	160.00	9.00
Rocha, Dina ✓	3739	X53	Inv - II		0.17	0.50	159.33	160.00	0.67
Rupprecht, Jeanne ✓	3724	X50	Inv - I			8.75	151.25	160.00	8.75
Rushmeyer, Ann ✓	3724	X53	Inv - II				80.00	80.00	-
Schloetter, William ✓	3724	X50	Inv - III		1.50	12.50	146.00	160.00	14.00
Schwimmer, Joan ✓	3724	X48	Inv - II			1.00	159.00	160.00	1.00
Thomas, Edna ✓	3724	X50	Inv - II		1.50	0.50	158.00	160.00	2.00
Van Groningen, Karen ✓	3724	X50	No.Co	2.00	2.00	2.00	154.00	160.00	6.00
TOTAL				2.25	34.12	224.80	4,502.83	4,764.00	261.17
AVERAGE (Hours/ 48 cases)				0.05	0.71	4.68	93.81		8.42

B+C

Page 16 of 19
 Reviewed
 05/19/99
 5/19/99
 5/19/99

Tab 11

Santa Clara County
Domestic Violence Treatment Services Program
July 1, 1998, through June 30, 2001
Audit ID#: S03-MCC-0002
Notify Victims - Field Contacts Review

Fiscal Year	Field Contact Cases Claimed (a)	Field Contact Cases Allowed (b)	Audit Adjustment (c) [(b) - (a)]
	<3H1/6>	<3H1/3b>	
FY 1998-99	422	131	(291)
		<3H2/3b>	
FY 1999-00	408	343	(65)
		<3H3/3b>	
FY 2000-01	487	435	(52)
Total	1,317	909	(408)

Santa Clara County
Domestic Violence Treatment Services Program
July 1, 1998, through June 30, 2001
Audit ID#: S03-MCC-0002
Notify Victims - Field Contacts Review

<u>Fiscal Year</u>	<u>Field Contact Cases Allowed (a)</u>	<u>Salary Rate Allowed (b)</u>	<u>Salaries Allowable (c) [(a) * (b)]</u>	<u>Benefit Rate Allowed (d)</u>	<u>Benefits Allowed (e) [(c) * (d)]</u>	<u>Salaries and Benefits Allowable (f) [(c) + (e)]</u>
	<3H1/3b>	<1G2/10>		<1G2/10>		
FY 1998-99	131	\$ 31.83	\$ 4,170	31.39%	\$ 1,309	\$ 5,479
	<3H2/3b>	<1G2/14>		<1G2/14>		
FY 1999-00	343	33.51	11,494	22.08%	2,538	14,032.00
	<3H3/3b>	<1G2/18>		<1G2/18>		
FY 2000-01	435	34.25	14,899	22.21%	3,309	18,208.00
Total	909		\$ 30,562		\$ 7,156	\$ 37,719

Santa Clara County
Legislatively Mandated Domestic Violence Treatment Services-Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Salaries and Benefits 1998-99

Component	Name/ Title	Claimed Rate ✓	Claimed Hours ✓	Claimed Salary Amount ✓	Calculated Salaries	Difference in Salaries	Benefit Rate Claimed	Claimed Benefits ✓	Calculated Benefits based on calculated Salaries	Difference in Benefit	Difference Salaries and Benefits
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 35.53	2,723	\$ 96,734 ^{462/11}	\$ 96,748	\$ 14	31.39%	\$ 30,368 ^{462/11}	\$ 30,372	\$ 4	\$ 18
Victim Notification	Various Probation Officers	35.53	2,176	77,320	77,313	(7)	31.39%	\$ 24,273	24,271	(2)	(9)
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	35.53	2,590	92,008	92,023	15	31.39%	28,884	28,889	5	20
				<u>\$ 266,062</u>	<u>\$ 266,084</u>	<u>\$ 22</u>		<u>\$ 83,525</u>	<u>\$ 83,532</u>	<u>\$ 7</u>	<u>\$ 29</u>
		Allowable Rate per Audit	Allowable Hours per Audit	Allowable Salaries per Audit	Unallowable per Audit		Allowable Benefit Rate per Audit	Allowable Benefits per Audit	Unallowable per Audit		
Administration and Regulation of Batters Treatment Program	Various Probation Officers	^{462/11} \$ 31.83	^{341/25} 2,097	\$ 66,748 ^{462/11}	\$ (29,986)		31.39%	20,952 ^{462/11}	\$ (9,416)		
Victim Notification	Various Probation Officers	\$ 31.83	1,179	\$ 37,528	\$ (39,792)		31.39%	11,780	\$ (12,493)		
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 31.83	2,590	\$ 82,440	\$ (9,568)		31.39%	25,878	\$ (3,006)		
Totals				<u>\$ 186,716</u>	<u>\$ (79,346)</u>			<u>\$ 58,610</u>	<u>\$ (24,915)</u>		

✓ = Claimed costs from Santa Clara County's Domestic Violence Treatment Services Claim

6/15/01
462/11

Santa Clara County
Legislatively Mandated Domestic Violence Treatment Services-Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Salaries and Benefits 1999-2000

Component	Name/ Title	Claimed Rate	Claimed Hours	Claimed Salary Amount	Calculated Salaries	Difference in Salaries	Benefit Rate Claimed	Claimed Benefits	Calculated Benefits based on calculated Salaries	Difference in Benefit	Difference Salaries and Benefits
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 39.01	3,482	135,836	135,833	(3)	21.62%	29,362	29,361	(1)	(4)
Victim Notification	Various Probation Officers	\$ 39.01	1,997	77,924	77,903	(21)	21.62%	16,844	16,839	(5)	(26)
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 39.01	2,969	115,842	115,821	(21)	21.62%	25,040	25,035	(5)	(26)
				329,602	329,557	(45)		71,246	71,235	(11)	(56)
		Allowable Rate per Audit	Allowable Hours per Audit	Allowable Salaries per Audit	Unallowable per Audit			Allowable Benefit Rate per Audit	Allowable Benefits per Audit	Unallowable per Audit	
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 33.51	2,154	\$ 72,181	\$ (63,855)			22.08%	15,938	\$ (13,424)	
Victim Notification	Various Probation Officers	\$ 33.51	1,431	\$ 47,953	\$ (29,971)			22.08%	10,588	\$ (6,256)	
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 33.51	1,991	\$ 66,718	\$ (49,124)			22.08%	14,731	\$ (10,309)	
Totals				\$ 186,852	\$ (142,750)				\$ 41,257	\$ (29,989)	

✓ Claimed Amounts on Santa Clara County's Domestic Violence Treatment Services

152/14
03/5/00
09/06/00

Santa Clara County
Legislatively Mandated Domestic Violence Treatment Services-Authorization and Case Management Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Salaries and Benefits 2000-01

Component	Name/ Title	Claimed Rate	Claimed Hours	Claimed Salary Amount	Calculated Salaries	Difference in Salaries	Benefit Rate Claimed	Claimed Benefits	Calculated Benefits based on calculated Salaries	Difference in Benefit	Difference Salaries and Benefits
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 36.88	2,632	97,047 ^{162/16}	\$ 97,068	\$ 21	22.21%	21,557 ^{162/16}	\$ 21,559	\$ 2	\$ 23
Victim Notification	Various Probation Officers	\$ 36.88	2,545	\$ 93,852	93,860	8	22.21%	\$ 20,848	\$ 20,846	(2)	6
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 36.88	946	\$ 34,888	\$ 34,888	-	22.21%	\$ 7,750	\$ 7,749	(1)	(1)
				<u>\$ 225,787</u>	<u>\$ 225,816</u>	<u>\$ 29</u>		<u>\$ 50,155</u>	<u>\$ 50,154</u>	<u>\$ (1)</u>	<u>\$ 28</u>
		Allowable Rate per Audit	Allowable Hours per Audit	Allowable Salaries per Audit	Unallowable per Audit		Allowable Benefit Rate per Audit	Allowable Benefits per Audit	Unallowable per Audit		
Administration and Regulation of Batters Treatment Program	Various Probation Officers	\$ 34.25 ^{162/16}	3 HS/24 2,342	\$ 80,208 ^{162/16}	\$ (16,839)		22.21%	17,814 ^{162/16}	\$ (3,743)		
Victim Notification	Various Probation Officers	\$ 34.25	1,432 ^{162/16}	\$ 49,043 ^{49,046}	\$ (44,809)		22.21%	10,892	\$ (9,956)		
Assessing Future Probability of Defendant Committing Murder	Various Probation Officers	\$ 34.25	946 ^{5 HS/24}	\$ 32,398	\$ (2,490)		22.21%	7,196	\$ (554)		
Totals				<u>\$ 161,648</u>	<u>\$ (84,138)</u>			<u>\$ 35,902</u>	<u>\$ (14,253)</u>		

* Auditor noted a 1 hour error in previous paperwork and corrected

✓ Claimed amounts on Santa Clara County's Domestic Violence Treatment Services claims.

162/16
5/15/01
CPC

136
6/26/02 11/1/02
2/14/03, 4/17/03

05/03

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Claimed Cases-DV Unit 1998-99

Notifying Victim: Activity	Cases Claimed	Supported Cases per Audit	Unsupported Cases	Comment
Letters for New Cases	3416 1297	0	1297	The mandate does not reimburse for notifying the victims of a change in case status.
Letters for AMT Cases	293	0	293	The mandate does not reimburse for notifying the victims of a change in case status.
Letters for Hearings:				
Misdemeanors	240	240	0	
Felonies	151	151	0	
Total hearings	391	391	0	The mandate does not reimburse for notifying the victims of hearings. Also, the county stated that this amount was counted in the VOP count.
Fieldwork	3416 422			
January through June 99		3416 111		The county initially provided field contact logs for January through June of 99. Only 111 cases were supported
July through December 98		3416 20		The county provided additional information to be reviewed. A test was performed and the county was allowed 20 additional cases.
Total Fieldwork	3416 422	131	291	
Total DV unit	2403	522	1881	
Letters Sharks System	3416 2446	3416 1966	3416 480	
Violation of Probation Letters	1296	3416 608	3416 688	The mandate does not reimburse for notifying the victims of violation of probation.
Time Study	553	553	0	

VOP

Cases Transformed into Hours

Notifying Victim: Activity	Allowable Cases per Audit	Time spent doing Activity (in hours)	Total Allowable Hours	Comment
Letters for New Cases	0	0.1667	0	Not reimbursable under mandate
Letters for AMT Cases	0			Not reimbursable under mandate
Letters for Hearings:				
Misdemeanors	0			
Felonies	0			
Total hearings	0	0.1667	0	Not reimbursable under mandate
Fieldwork	131	1.00	131	
Total hours DV unit			131	
Letters Sharks System	1966	0.3333	655	
Violation of Probation Letters	0	0.1667	0	Not reimbursable under mandate
Time Study	553	0.71	393	SCO management determined that time study would be allowable due to demonstration of work done.
Total hours for victim notification			1179	

2 checked to the county's hearing petitions file
 ✓ checked to the county's case assignment log
 * = supported cases

Victim Notification Sup. 3, DV Unit

28746
29 9/30/92
05/07

New cases to unit

Cases to AMT

Month Defendants

Jul-98	51	13
Aug-98	42	20
Sept.98	46	32
Oct. 98	109	55
Nov. 98	46	12
Dec. 98	39	13
Jan. 99	67	24
Feb. 99	41	39
Mar-99	49	29
Apr-99	42	7
May-99	38	16
Jun-99	40	33

Total 1297 at 10 minutes each
216 hours ✓

Total 293 at 10 minutes each
49 hours ✓

Hearings

Misdemeanors

July	30	16
Aug	19	17
Sept	22	16
Oct	32	12 Felonies
Nov	19	9
Dec	12	15
Jan	19	9
Feb	15	14
March	26	14
April	16	11
May	19	9
June	11	9
Totals	240	151

Field Contacts

Jul-98	49	at 10 minutes each =65.16 hours
Aug-98	37	
Sep-98	28	
Oct-98	23	
Nov-98	31	
Dec-98	17	
Jan-99	28	
Feb-99	32	
Mar-99	47	
Apr-99	51	
May-99	48	
Jun-99	31	

422 at one hour each =422 hours ★

Σ = 330.16

6

2/18/03
 3069

DATE	ATTEMP HOME VISIT	VISITS	ASSIST FV	TEST/ SEARCH	DPO	DEF	VICTIM	OTHER	PAGES
FY 98-99									
02/10/99	1	1	0		TIME CLEMENT	2	0✓		3
02/17/99	6	4	3		TIME CLEMENT	13	0✓		3
03/04/99	1	1	0		HALDEN FICK	2	0✓		1
03/05/99	0	0	1		TIME CLEMENT	1	0✓		2
03/05/99	3	4	3		TIME CLEMENT	10	0✓		3
03/11/99	0	7	0		HALDEN FICK	7	0		1
03/15/99	8	3	8		CELESTE MCTNERNEY	13	6✓		4
03/17/99	4	1	0		HALDEN FICK	5	0		1
03/17/99	2	1	1		TIME CLEMENT	4	0✓		2
03/25/99	1	5	0		HALDEN FICK	5	1✓		1
03/26/99	4	0	2		TIME CLEMENT	6	0✓		2
03/30/99	3	3	5		CELESTE MCTNERNEY	9	2✓		4
03/31/99	6	0	5		TIME CLEMENT	11	0✓		2
03/31/99	4	1	5		CELESTE MCTNERNEY	9	1✓		5
04/01/99	0	5	0		LETECIA CHAVEZ	5	0✓		7
04/01/99	1	3	0		ABBIE HALDEN-FICK				12
04/05/99	4	6	11		LETECIA CHAVEZ	11	10✓		7
04/05/99	10	1	9	0	CELESTE MCTNERNEY	11	9	0	16
04/06/99	1	2	0	0	PAUL ABBOTT	1	2✓		11
04/08/99		5			ABBIE HALDEN-FICK				12
04/09/99	0	5	5		TIME CLEMENT	10	0✓		6
04/09/99	3	2	0		LETECIA CHAVEZ	5	0✓		8
04/12/99	6	1	3		LETECIA CHAVEZ	9	1✓		8
04/12/99	2	0	0	0	PAUL ABBOTT	1	1✓		11
04/13/99	0	0	5	0	CELESTE MCTNERNEY	5	0	0	16
04/14/99	1	2	2	2	MUNOZ	5	2✓	1	10
04/14/99	0	3	0	0	PAUL ABBOTT	3	0		11
04/15/99	0	2	3		TIME CLEMENT	5	0✓		6
04/15/99	5	0	5		LETECIA CHAVEZ	10	0✓		8
04/15/99	4	0	0		ABBIE HALDEN-FICK				12
04/16/99	0	1	0	0	PAUL ABBOTT	1	0✓		11
04/21/99	7	2	0		TIME CLEMENT	9	0✓		6
04/21/99	0	1	0	0	PAUL ABBOTT	1	0✓		11
04/21/99	5	0	0	0	CELESTE MCTNERNEY	5	0✓	0	17
04/22/99	5	0	4		LETECIA CHAVEZ	7	2✓		9
04/22/99	2	2	0	0	PAUL ABBOTT	4	0		11
04/26/99	2	0	0		TIME CLEMENT	2	0✓		6
04/26/99	1	0	0	0	TIME CLEMENT	1	0✓	0	26
04/28/99					PAUL ABBOTT	5	1✓		11
04/28/99	7	8	0		ABBIE HALDEN-FICK				12
05/03/99	1	1	0	0	PAUL ABBOTT	1	1✓	0	19
05/03/99	1	0	0	0	MUNOZ	0	0	1	21
05/05/99	1	3	0	0	PAUL ABBOTT	4	0	0	19
05/05/99	1	0	1	0	MUNOZ	2	0	0	21
05/07/99	9	1	1	0	STEPHENS	9	2✓	0	18
05/07/99	3	0	2	0	TIME CLEMENT	5	0	0	26
05/12/99	10	1	7	0	CELESTE MCTNERNEY	15	3✓	0	14

Hand to Field contact logs.
 Appears to be reasonable

2/13/03
R66

DATE	ATTEMP HOME VISIT	VISITS	ASSIST FV	TEST/ SEARCH	DPO	DEF	VICTIM	OTHER	PAGES
FY 98-99									
05/12/99	13	10	0	0 MUNOZ		11	3✓	9	21
05/13/99	2	1	0	0 PAUL ABBOTT		3	0	0	19
05/14/99	3	1	3	0 TIME CLEMENT		6	1	0	26
05/17/99	4	6	1	0 STEPHENS		11	0	0	18
05/17/99	2	1	7	0 LETECIA CHAVEZ		10	0	0	20
05/17/99	2	6	0	2 MUNOZ		8	2	0	22
05/18/99	1	1	1	0 STEPHENS		2	1✓	0	18
05/19/99	1	4	0	4 CELESTE MCTNERNEY		7	2✓	0	13
05/21/99	2	0	1	0 TIME CLEMENT		1	2✓	0	26
05/25/99	6	4	8	1 CELESTE MCTNERNEY		10	6✓	3	13
05/25/99	1	0	0	0 PAUL ABBOTT		1	0	0	19
05/25/99	10	8	0	1 MUNOZ		10	6✓	3	23
05/26/99	3	2	0	0 PAUL ABBOTT		5	0	0	19
05/27/99	1	1	5	0 CELESTE MCTNERNEY		4	3✓	0	15
05/27/99	10	7	0	1 MUNOZ		13	5✓	0	24
05/28/99	6	4	1	0 STEPHENS		8	3✓	0	18
05/28/99	4	1	6	0 LETECIA CHAVEZ		9	2✓	0	20
05/28/99	10	2	0	1 MUNOZ		9	4✓	0	25
06/01/99	0	1	0	0 MUNOZ		1	0	0	31
06/02/99	0	2	0	1 MUNOZ		2	1✓	0	31
06/03/99	1	0	0	1 MUNOZ		2	0	0	31
06/04/99	6	3	0	0 STEPHENS		8	1	0	27
06/07/99	3	2	0	0 STEPHENS		4	1	0	27
06/07/99	2	2	2	0 LETECIA CHAVEZ		5	1	0	29
06/08/99	0	2	0	0 MUNOZ		0	2✓	0	31
06/10/99	10	7	2	0 MUNOZ		16	3✓	0	31
06/10/99	1	1	0	0 MUNOZ		1	1✓	0	32
06/11/99	6	1	4	0 LETECIA CHAVEZ		10	1	0	29
06/15/99	1	1	0	0 MUNOZ		2	0	0	32
06/16/99	0	1	0	0 STEPHENS		1	0	0	27
06/16/99	13	3	2	0 MUNOZ		16	2✓	0	32
06/16/99	2	2	0	0 MUNOZ		2	2✓	0	33
06/18/99	6	2	1	0 STEPHENS		7	2	0	27
06/18/99	5	1	0	0 LETECIA CHAVEZ		3	3	0	29
06/21/99	9	1	0	0 MUNOZ		10	0	0	33
06/23/99	3	0	0	0 STEPHENS		3	0	0	28
06/25/99	3	5	1	0 STEPHENS		6	3	0	28
06/25/99	1	1	0	0 LETECIA CHAVEZ		1	1	0	29
06/25/99	4	4	0	0 LETECIA CHAVEZ		5	3✓	0	30
TOTAL	292	189	136	14		482	111	17	

344/36

✓ Inad to field contact log

3/11/98
as of 1/1/98
C/6/98

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Test of Field Contact 7/1/98 through 12/30/98 (SHARKS file)

Number Tested	Defendant Identification Number	Month of Field Contact per Summary	Was Field Contact Made per Sharks Record?	If Yes, What Date?	Pass Test?	Total Pass	Percentage pass?	Total Claimed during 7/98 through 12/98	Total Allowable based on test
1	BZH306	Jul-98	NO	N/A	NO	8	11%	185	20
2	DN879	Jul-98	NO	N/A	NO				
3	CFM648	Aug-98	NO	N/A	NO				
4	CF2525	Aug-98	NO	N/A	NO				
5	BLS040	Sep-98	NO	N/A	NO				
6	DJV364	Sep-98	NO	N/A	NO				
7	DNJ035	Oct-98	NO	N/A	NO				
8	DOF950	Oct-98	NO	N/A	NO				
9	DOG757	Nov-98	YES	11/25/1998	YES				
10	DML412	Nov-98	YES	11/19/1998	YES				
11	DNR820	Dec-98	YES	12/14/1998	YES				
12	DME504	Dec-98	YES	12/02/1998	YES				
13	DOC442	Jul-98	NO	N/A	NO				
14	BQS800	Jul-98	YES	07/09/1998	YES				
15	DMS178	Jul-98	YES	07/22/1998	YES				
16	DMP245	Jul-98	WRONG YEAR	N/A	NO				
17	DLN090	Jul-98	NO	N/A	NO				
18	DPI739	Jul-98	WRONG YEAR	N/A	NO				
19	DBO979	Jul-98	NO	N/A	NO				
20	DNQ879	Jul-98	NO	N/A	NO				
21	DNZ686	Jul-98	NO	N/A	NO				
22	BZJ285	Jul-98	NO	N/A	NO				
23	DFD507	Jul-98	NO	N/A	NO				
24	DMD020	Jul-98	NO	N/A	NO				
25	DNY102	Aug-98	NO	N/A	NO				
26	CUJ195	Aug-98	NO	N/A	NO				
27	DGVO56	Aug-98	NO	N/A	NO				
28	CKI345	Aug-98	NO	N/A	NO				
29	DOA635	Aug-98	NO	N/A	NO				
30	DML330	Aug-98	NO	N/A	NO				
31	BDT268	Aug-98	NO	N/A	NO				
32	BPX713	Aug-98	NO	N/A	NO				
33	CJT366	Aug-98	NO	N/A	NO				
34	DFS156	Aug-98	NO	N/A	NO				
35	DOQ597	Sep-98	WRONG YEAR	N/A	NO				
36	DOA635	Sep-98	NO	N/A	NO				
37	DNR820	Sep-98	NO	N/A	NO				
38	BFV478	Sep-98	NO	N/A	NO				
39	DOE421	Sep-98	NO	N/A	NO				
40	DOJ839	Sep-98	YES	09/21/1998	YES				
41	DHR269	Sep-98	NO	N/A	NO				
42	DNL905	Sep-98	NO	N/A	NO				
43	DOA635	Dec-98	NO	N/A	NO				
44	DNF463	Dec-98	NO	N/A	NO				
45	BOS882	Dec-98	NO	N/A	NO				
46	CTU230	Dec-98	YES	12/02/1998	YES				
47	CJU914	Dec-98	NO	N/A	NO				
48	CNF377	Dec-98	YES	12/17/1998	YES				
49	CFD933	Dec-98	NO	N/A	NO				
50	DOL862	Dec-98	WRONG YEAR	N/A	NO				
51	BPF510	Nov-98	NO	N/A	NO				
52	DPE584	Nov-98	NO	N/A	NO				
53	DMQ929	Nov-98	NO	N/A	NO				
54	CMR145	Nov-98	NO	N/A	NO				
55	DOG545	Nov-98	NO	N/A	NO				
56	CVJ717	Nov-98	NO	N/A	NO				
57	DGB493	Nov-98	NO	N/A	NO				
58	BDO755	Nov-98	NO	N/A	NO				
59	DOQ098	Nov-98	NO	N/A	NO				
60	CBO163	Nov-98	NO	N/A	NO				
61	CVW004	Nov-98	NO	N/A	NO				
62	DOS976	Nov-98	NO	N/A	NO				
63	CGQ317	Oct-98	NO	N/A	NO				
64	BZK561	Oct-98	WRONG YEAR	N/A	NO				
65	DOQ270	Oct-98	NO	N/A	NO				
66	DOQ413	Oct-98	NO	N/A	NO				
67	BFL707	Oct-98	NO	N/A	NO				
68	DDF671	Oct-98	NO	N/A	NO				
69	CDG726	Oct-98	NO	N/A	NO				
70	DNV480	Oct-98	NO	N/A	NO				
71	DMU779	Oct-98	NO	N/A	NO				
72	CWP522	Oct-98	NO	N/A	NO				

2002/01
6/2/02, 4/15/02
CP 6/02

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Claimed Cases-DV Unit 1999-2000

Activity	Cases Claimed	Supported Cases per Audit	Unsupported Cases	Comments
Letters for New Cases	660	0	660 ✓	The mandate does not reimburse for notifying the victims of a change in case status
Letters for AMT Cases	294	0	294 ✓	The mandate does not reimburse for notifying the victims of a change in case status
Letters for Hearings:				
Misdemeanors	193	193	0	
Felonies	142	142 ✓	0	
Total hearings	335	335 ✓	0	The mandate does not reimburse for notifying the victims of hearings held
Fieldwork	408	343	65 ✓	
Letters Sharks System	2283	2066	217	
Violation of Probation Letters	976 ✓	549	427	The mandate does not reimburse for notifying the victims of violation of probation.
Time Study	634	634	0	

Cases transformed into hours

Activity	Allowable Cases per Audit	Time spent doing Activity (in hours)	Total Allowable Hours	Comments
Letters for New Cases	0	0.1667	0	Not reimbursable under this mandate
Letters for Hearings:	0	0.1667		Not reimbursable under this mandate
Misdemeanors	0			
Felonies	0			
Total hearings	0	0.1667	0	Not reimbursable under this mandate
Fieldwork	343	1.00	343	
Total hours DV unit			343	
Letters Sharks System	2066	0.3333	689	
Violation of Probation Letters	0	0.1667	0	Not reimbursable under this mandate
Time Study	634	0.63	399	SCO determined that because the county did not perform a time study during FY 1999-2000, and because it was able to demonstrate that work was performed, that an average of the time studies performed in FY 1998-99 and 2000-01 would be allowable

Total hours for Victim Notification

1431

3/11/03
2/11/03, 4/15/03

Santa Clara County
Domestic Violence Treatment Services Program
Audit Period from July 1, 1998 through June 30, 2001
Audit ID# S03-MCC-0002

Analysis of Claimed Cases-DV Unit 2000-01

Notifying Victim: Activity	Cases Claimed	Supported Cases per Audit	Unsupported Cases	Comments
Cases for DV unit:				
Letters for New Cases	641	0	641	✓ Upon further review the county stated that no new letter was sent when cases were transferred to the dv unit. These numbers were already captured in the Sharks count.
Letters for Hearings:				
Misdemeanors	241	241	0	
Felonies	270	270	0	
Total hearings	511	511	0	County stated that it must inform victims of changes in the status of the cases. Further the county stated that these numbers were captured in the VOP count. However, this function is not reimbursable under this mandate
Fieldwork	487	435	52	
Total hours DV unit	1639	946	693	
Letters Sharks System	2006	2006	0	
Violation of Probation Letters	1253	1046	207	This function is not reimbursable under this mandate
Time Study	594	594	0	

Cases Transformed into Hours

Notifying Victims: Activity	Allowable Cases per Audit	Time spent doing Activity (in hours)	Total Allowable Hours	Comments
Hours for DV unit:				
Letters for New Cases	0	0.1667	0	not reimbursable under this mandate
Letters for Hearings:				
Misdemeanors	0			
Felonies	0			
Total hearings	0	0.1667	0	not reimbursable under this mandate
Fieldwork	435	1.00	435	
Total hours DV unit			435	
Letters Sharks System	2006	0.3333	669	
Violation of Probation Letters	0	0.1667	0	not reimbursable under this mandate
Time Study	594	0.55	326.7	SCO management determined that time study would be allowable based on the fact that work was demonstrated.
Total Hours			1431	

✓ Should be confidential case log. no copies made.

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On July 6, 2015, I served the:

SCO Comments

Domestic Violence Treatment Services, 07-9628101-I-01

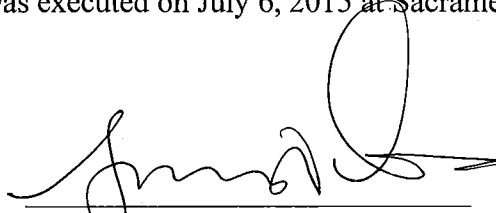
Statutes 1992, Chapter 183

Fiscal Years 1998-1999, 1999-2000, 2000-2001

County of Santa Clara, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on July 6, 2015 at Sacramento, California.

A handwritten signature in black ink, appearing to read 'Lorenzo Duran', written over a horizontal line.

Lorenzo Duran
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 6/19/15

Claim Number: 07-9628101-I-01

Matter: Domestic Violence Treatment Services

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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Exhibit D

RECEIVED

August 04, 2015

**Commission on
State Mandates**

LATE FILING

STATE OF CALIFORNIA COMMISSION ON STATE MANDATES

In Re:

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S DOMESTIC VIOLENCE
TREATMENT SERVICES

INCORRECT REDUCTION CLAIM
No. 07-9628101-I-01

REBUTTAL TO THE RESPONSE SUBMITTED BY THE STATE CONTROLLER

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Attorneys for
COUNTY OF SANTA CLARA

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:

No. 07-9628101-I-01

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S DOMESTIC VIOLENCE
TREATMENT SERVICES

INCORRECT REDUCTION CLAIM

**REBUTTAL TO THE RESPONSE SUBMITTED BY THE STATE
CONTROLLER**

BACKGROUND

On February 26, 2004, the State Controller's Office (hereinafter "SCO") issued its final audit report, and revised it on October 30, 2009, on the County of Santa Clara's (hereinafter "County") claims for costs incurred based on the legislatively-mandated Domestic Violence Treatment Services (Test Claim No. CSM-96-281-01; Ch. 183, Stats. 1992) for July 1, 1998, through June 30, 2001. The SCO incorrectly reduced the County's claim of \$2,027,291 by \$748,675, thus allowing only \$1,278,616.

The County submitted the instant Incorrect Reduction Claim ("IRC") in August 2007, which was received by the Commission on State Mandates ("Commission") on

August 15, 2007. On July 3, 2015, the SCO filed its formal response, which was served on the County on July 6, 2015. The County will address the specifics in the SCO's response.

DISCUSSION

A. AUDIT FINDING NUMBER ONE REGARDING COUNTY'S PRODUCTIVE HOURLY RATE CALCULATION IS INCORRECT.

Audit Finding 1 states that the County over-claimed salaries, benefits and related indirect costs in the amount of \$705,080. The SCO subsequently revised and reissued the final audit report with the unallowable salaries and benefits and related indirect costs decreased by \$104,417, from \$705,080 to \$600,663. The reinstatement of the costs did not result in any revisions to the productive hourly rate computations.

This finding was based upon the County's computation of its productive hourly rates for employees, which was proper and complied with the SCO's Claiming Instructions allowing for a methodology of calculating the average annual productive hours with a deduction based on authorized (or required) employee break time and required training; rather than actual break time and required training. The County's IRC exhaustively explains the County's basis for using the developed countywide average annual productive hours and why this is an approved method based on the Mandated Cost Manual for Local Agencies ("Manual").

The SCO's response acknowledges that the Manual "allows the county to calculate productive hourly rates using countywide average annual productive hours."¹ The point of difference between the SCO and the County is the accepted methodology for calculating break time and training time.

¹ SCO Response at p. 8.

With respect to break time, the County claimed authorized break time to calculate the productive hourly rate. The SCO is taking the position that only actual break time can be used to calculate the productive hourly rate. Since the IRC was submitted, the County has re-evaluated how it calculates break time for the countywide average annual productive hours and break time is not included in the calculation because it is not cost effective to track actual break time. Therefore, the County no longer challenges the SCO's audit findings with respect to how break time was calculated for purposes of the countywide productive hourly rate for the period July 1, 1998 through June 30, 2001.

Concerning training hours deducted, the SCO's response acknowledges that training time specifically related to a mandated program is eligible for reimbursement and, presumably, can be deducted when calculating the countywide productive hourly rate. The issue for the SCO is that the County deducted training time based on time required for non-mandated programs, such as training time benefiting specific departments when calculating the countywide productive hours for July 1, 1998 through June 30, 2001. The County no longer challenges the SCO's audit findings with respect to how training was calculated for purposes of the countywide productive hourly rate for the period July 1, 1998 through June 30, 2001.

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CONCLUSION

The County continues to request that the Commission reverse the SCO's audit findings. However, the County is available to meet with Commission and SCO staff to address Audit Finding 1.

Dated: 8 / 4 / 2015

Respectfully submitted,

ORRY P. KORB
County Counsel



Elizabeth G. Pianca
Deputy County Counsel
Attorneys for County of Santa Clara

1153711

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On August 4, 2015, I served the:

Claimant Rebuttal Comments

Domestic Violence Treatment Services, 07-9628101-I-01

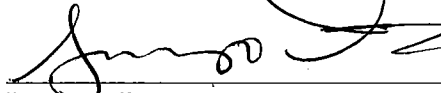
Statutes 1992, Chapter 183

Fiscal Years 1998-1999, 1999-2000, 2000-2001

County of Santa Clara, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on August 4, 2015 at Sacramento, California.



Lorenzo Duran
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COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 7/6/15

Claim Number: 07-9628101-I-01

Matter: Domestic Violence Treatment Services

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

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COUNTY COUNSEL

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Danny Y. Chou
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ASSISTANT COUNTY COUNSEL

August 28, 2015

RECEIVED
August 28, 2015
**Commission on
State Mandates**

Ms. Heather Halsey
Executive Director
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814

Exhibit E

Re: Incorrect Reduction Claims

Absentee Ballots, 07-3713-I-02
Statute 1978, Chapter 77; Statutes 1994,
Chapter 920; Statutes 2002, Chapter 1032;
Fiscal Years 2000-2001, 2001-2002, and
2002-2003
County of Santa Clara, Claimant

Domestic Violence Treatment Services
07-9628101-I-01
Statutes 1992, Chapter 183
Fiscal Years 1998-99, 1999-2000, 2000-01
County of Santa Clara, Claimant

Dear Ms. Halsey:

This letter responds to your letter dated August 18, 2015, which seeks clarification regarding the calculation of the County's productive hourly rate in the *Absentee Ballots* IRC and *Domestic Violence Treatment Services* IRC, 07-9628101-I-01. With respect to the *Absentee Ballots* IRC, the County is no longer challenging the treatment of the break time and training time calculation for purposes of the County's productive hourly rate. The County is also no longer challenging the findings on the County's calculation of productive hours for staff meetings and sick leave earned in excess of sick leave for purposes of the *Domestic Violence Treatment Services* IRC, 07-9628101-I-01.

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//

Letter to Ms. Heather Halsey
Date: August 28, 2015
Page 2

Please contact me should you need any further clarification on any of the County's pending IRC matters.

Very truly yours,

ORRY P. KORB
County Counsel



ELIZABETH G. PIANCA
Deputy County Counsel

Copy: Emily Harrison, Director, Finance Agency
Orry P. Korb, County Counsel
Alan Minato, Controller-Treasurer
Steve Mitra, Assistant County Counsel

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On August 31, 2015, I served the:

Claimant Comments

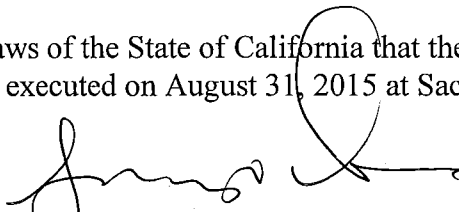
Absentee Ballots, 07-3713-I-02
Statutes 1978, Chapter 77; Statutes 1994,
Chapter 920; Statutes 2002, Chapter 1032;
Fiscal Years 2000-2001, 2001-2002, and
2002-2003
County of Santa Clara, Claimant

and

Domestic Violence Treatment Services,
07-9628101-I-01
Statutes 1992, Chapter 183
Fiscal Years 1998-1999, 1999-2000, 2000-2001
County of Santa Clara, Claimant

By making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on August 31, 2015 at Sacramento, California.



Lorenzo Duran
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 8/6/15

Claim Number: 07-9628101-I-01

Matter: Domestic Violence Treatment Services

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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COMMISSION ON STATE MANDATES

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**Exhibit F**

December 22, 2015

Ms. Elizabeth Pianca

Deputy County Counsel

Office of the County Counsel, County of Santa Clara

70 West Hedding Street, East Wing, Ninth Floor

San Jose, CA 95110-1770

Ms. Jill Kanemasu

State Controller's Office

Accounting and Reporting

3301 C Street, Suite 700

Sacramento, CA 95816

*And Parties, Interested Parties, and Interested Persons (See Mailing List)***Re: Draft Proposed Decision, Schedule for Comments, and Notice of Hearing***Domestic Violence Treatment Services, 07-9628101-I-01*

Penal Code Sections 273.5(e), (f), (g), (h), and (i); 1000.93, 1000.94,

1000.95, and 1203.097; Statutes 1992, Chapters 183 and 184;

Statutes 1994, Chapter 28X; Statutes 1995, Chapter 641

Fiscal Years 1998-1999, 1999-2000, and 2000-2001

County of Santa Clara, Claimant

Dear Ms. Pianca and Ms. Kanemasu:

The draft proposed decision for the above-named matter is enclosed for your review and comment.

Written Comments

Written comments may be filed on the draft proposed decision by **January 12, 2016**. You are advised that comments filed with the Commission on State Mandates (Commission) are required to be simultaneously served on the other interested parties on the mailing list, and to be accompanied by a proof of service. However, this requirement may also be satisfied by electronically filing your documents. Please see <http://www.csm.ca.gov/dropbox.shtml> on the Commission's website for instructions on electronic filing. (Cal. Code Regs., tit. 2, § 1181.3.)

If you would like to request an extension of time to file comments, please refer to section 1187.9(a) of the Commission's regulations.

Hearing

This matter is set for hearing on **Friday, March 25, 2016**, at 10:00 a.m., State Capitol, Room 447, Sacramento, California. The proposed decision will be issued on or about March 11, 2016. Please let us know in advance if you or a representative of your agency will testify at the hearing, and if other witnesses will appear. If you would like to request postponement of the hearing, please refer to section 1187.9(b) of the Commission's regulations.

Sincerely,

Heather Halsey

Executive Director

ITEM _
INCORRECT REDUCTION CLAIM
DRAFT PROPOSED DECISION

Penal Code Sections 273.5(e), (f), (g), (h), and (i); 1000.93, 1000.94, 1000.95, and 1203.097
Statutes 1992, Chapters 183 and 184; Statutes 1994, Chapter 28X; Statutes 1995, Chapter 641

Domestic Violence Treatment Services – Authorization and Case Management

Fiscal Years 1998-1999, 1999-2000, and 2000-2001

07-9628101-I-01

County of Santa Clara, Claimant

EXECUTIVE SUMMARY

Overview

This Incorrect Reduction Claim (IRC) addresses reductions made by the State Controller's Office (Controller) to reimbursement claims of the County of Santa Clara (claimant) for fiscal years 1998-1999, 1999-2000, and 2000-2001 under the *Domestic Violence Treatment Services – Authorization and Case Management* program. The Controller originally reduced costs claimed by \$748,645 for the audit period based on claimant's overstatement of productive hourly rates for its probation officers, unsupported or ineligible salaries and benefits claimed, overstated indirect costs claimed based on the claimant's failure to calculate indirect costs using its revised countywide cost allocation plan, and the claimant's failure to deduct offsetting fee revenue received from administering the batterer's treatment program.

After the filing of this IRC, the Controller issued a revised audit report that reinstated some of the costs for unsupported salaries and benefits based on a review of supporting documentation provided by the claimant in the IRC. The revised final audit report increases allowable costs by \$100,881 and reduces costs claimed during the audit period by \$647,794. Although the claimant withdrew the challenge to the productive hourly rate issue from the IRC,¹ the remaining issues are in dispute. In addition, though this IRC was filed more than three years after the final audit report was issued, it was deemed complete based on a later-issued remittance advice submitted as a supplemental filing.

For the reasons discussed below, staff finds that this IRC was not timely filed and therefore the Commission has no jurisdiction to hear and decide this claim.

The Domestic Violence Treatment Program

On April 23, 1998, the Commission partially approved the *Domestic Violence Treatment Services– Authorization and Case Management* test claim. The test claim statutes provide that if

¹ See Claimant's late comments submitted on August 4, 2015 (Exhibit D) and on August 28, 2015 (Exhibit E).

a defendant is convicted of a domestic violence crime and granted probation as part of sentencing, the defendant is required to successfully complete, as a condition of probation, a batterer's treatment program administered by county probation departments. The Commission partially approved the claim, finding that the following activities impose a reimbursable state-mandated program on counties:

- Administration and regulation of the batterers' treatment programs (Pen. Code, § 1203.097(c)(1), (c)(2), and (c)(5)), offset by the claimant's fee authority under Penal Code section 1203.097(c)(5)(B);
- Providing services for victims of domestic violence (Pen. Code, § 1203.097(b)(4));
- Assessing the future probability of the defendant committing murder. (Pen. Code, § 1203.097(b)(3)(I)).

Parameters and guidelines were adopted on November 30, 1998, which more specifically defined these activities and that require local agency claimants to specify the actual time devoted to each reimbursable activity by each employee, supported by documentation.

Procedural History

Claimant signed its 1998-1999 reimbursement claim on January 18, 2000,² its 1999-2000 reimbursement claim on January 11, 2001,³ its amended 1999-2000 reimbursement claim on October 25, 2001,⁴ and its 2000-2001 reimbursement claim on December 20, 2001.⁵ The Controller issued the Draft Audit Report on October 8, 2003⁶ and the claimant filed comments on it on December 12, 2003.⁷ The Controller issued the Final Audit Report on February 26, 2004.⁸ The claimant filed the IRC on August 15, 2007.⁹ On September 4, 2007, the claimant refiled the IRC to include the Controller's August 3, 2006 remittance advice.¹⁰ On September 7, 2007, Commission staff deemed the IRC complete. On October 30, 2009, the Controller issued the Revised Audit Report.¹¹ The Controller filed late comments on the IRC on July 3, 2015.¹²

² Exhibit A, IRC, pages 89-109.

³ Exhibit A, IRC, pages 110-116.

⁴ Exhibit A, IRC, pages 117-139.

⁵ Exhibit A, IRC, pages 140-183.

⁶ Exhibit A, IRC, page 26. The Draft Audit Report is not part of the record of this IRC.

⁷ Exhibit A, IRC, pages 41-48.

⁸ Exhibit A, IRC, pages 23-40.

⁹ Exhibit A, IRC.

¹⁰ Exhibit B. Cover Letter for Remittance Advice. The remittance advice is included in Exhibit A., IRC, page 336.

¹¹ Exhibit C, Controller's late comments on the IRC, pages 33-52.

¹² Exhibit C, Controller's late comments on the IRC. Note that pursuant to Government Code section 17553(d) "the Controller shall have no more than 90 days after the claim is delivered or mailed to file any rebuttal to an incorrect reduction claim. The failure of the Controller to file a

The claimant filed rebuttal comments on August 4, 2015.¹³ Commission staff requested additional information on the IRC on August 18, 2015. The claimant responded to the request for additional information on August 28, 2015.¹⁴ Commission staff issued the Draft Proposed Decision on December 22, 2015.

Commission Responsibilities

Government Code section 17561(b) authorizes the Controller to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state-mandated costs that the Controller determines is excessive or unreasonable.

Government Code Section 17551(d) requires the Commission to hear and decide a claim that the Controller has incorrectly reduced payments to the local agency or school district. If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.9 of the Commission's regulations requires the Commission to send the decision to the Controller and request that the incorrectly reduced costs be reinstated.

The Commission must review questions of law, including interpretation of parameters and guidelines, de novo, without consideration of legal conclusions made by the Controller in the context of an audit. The Commission is vested with exclusive authority to adjudicate disputes over the existence of state-mandated programs within the meaning of article XIII B, section 6.¹⁵ The Commission must also interpret the Government Code and implementing regulations in accordance with the broader constitutional and statutory scheme. In making its decisions, the Commission must strictly construe article XIII B, section 6 and not apply it as an "equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities."¹⁶

With regard to the Controller's audit decisions, the Commission must determine whether they were arbitrary, capricious, or entirely lacking in evidentiary support. This standard is similar to the standard used by the courts when reviewing an alleged abuse of discretion of a state agency.¹⁷

rebuttal to an incorrect reduction claim shall not serve to delay the consideration of the claim by the Commission." However, in this instance, due to the backlog of IRCs, these late comments have not delayed consideration of this item and so have been included in the analysis and proposed decision.

¹³ Exhibit D, Claimant's late rebuttal comments on the IRC.

¹⁴ Exhibit E, Claimant's response to the request for additional information.

¹⁵ *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551, 17552.

¹⁶ *County of Sonoma v. Commission on State Mandates* (2000) 84 Cal.App.4th 1264, 1281, citing *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1817.

¹⁷ *Johnston v. Sonoma County Agricultural* (2002) 100 Cal.App.4th 973, 983-984. See also *American Bd. of Cosmetic Surgery, Inc. v. Medical Bd. of California* (2008) 162 Cal.App.4th 534, 547.

The Commission must also review the Controller’s audit in light of the fact that the initial burden of providing evidence for a claim of reimbursement lies with the claimant.¹⁸ In addition, sections 1185.1(f)(3) and 1185.2(c) of the Commission’s regulations require that any assertions of fact by the parties to an IRC must be supported by documentary evidence. The Commission’s ultimate findings of fact must be supported by substantial evidence in the record.¹⁹

Claims

The following chart provides a brief summary of the claims and issues raised and staff’s recommendation.

Issue	Description	Staff Recommendation
Whether the IRC was timely filed.	At the time pertinent to this IRC, section 1185(b) of the Commission’s regulations stated: “All incorrect reduction claims shall be filed with the commission no later than three (3) years following the date of the Office of State Controller’s remittance advice or other notice of adjustment notifying the claimant of a reduction.” And former section 1185(f)(4) required the claimant to submit with the IRC filing “[a] copy of the final state audit report or letter or remittance advice or other notice of adjustment...that explains the reason(s) for the reduction or disallowance.”	The IRC was not timely filed – The final audit report issued February 26, 2004 describes the adjustments and the Controller’s reasons for the adjustments. Although, this final audit report expressly invites the claimant to participate in an informal audit review process, and invites additional documentation, there is no evidence in the record that the claimant participated in this process. As a result, the final audit report provides the “last essential element to the cause of action” that began the running of the statute of limitations against the claimant. Since the IRC was filed on August 15, 2007, approximately six months after the three-year deadline to file an IRC, the IRC was not timely filed and the Commission has no jurisdiction to hear and decide this claim.

¹⁸ *Gilbert v. City of Sunnyvale* (2005) 130 Cal.App.4th 1264, 1274-1275.

¹⁹ Government Code section 17559(b), which provides that a claimant or the state may commence a proceeding in accordance with the provisions of section 1094.5 of the Code of Civil Procedure to set aside a decision of the Commission on the ground that the Commission’s decision is not supported by substantial evidence in the record.

Staff Analysis

A. The Commission Does Not Have Jurisdiction to Hear and Decide this Incorrect Reduction Claim.

The IRC was filed on August 15, 2007,²⁰ almost three and one-half years after the original audit report was issued on February 26, 2004.²¹ It was deemed complete, however, based on a later-issued remittance advice, a computer-generated document dated August 3, 2006, which was submitted as a supplemental filing.^{22,23}

Staff finds that the IRC was not timely filed and, thus, the Commission does not have jurisdiction to hear and decide this IRC.

Former section 1185(b) of the Commission's regulations, in effect when the final audit report was issued, required IRCs to be filed "no later than three (3) years following the date of the Office of State Controller's remittance advice or other notice of adjustment notifying the claimant of a reduction."²⁴ The statute of limitations for filing an IRC is currently in section 1185.1(c), which similarly provides that "[a]ll incorrect reduction claims shall be filed with the Commission no later than three years following the date of the Office of State Controller's final state audit report, letter, remittance advice, or other written notice of adjustment to a reimbursement claim."

The California Supreme Court has said, "Critical to applying a statute of limitations is determining the point when the limitations period begins to run."²⁵ Thus, in this case, the IRC filed August 15, 2007, would be timely if measured from the date of the August 3, 2006 remittance advice. However, if the statute of limitations is measured from the final audit report dated February 26, 2004, the August 15, 2007 IRC would be filed beyond the three-year limitation period and would not be timely. Thus, the threshold issue is when the right to file an IRC based on the Controller's reductions accrued, and consequently when the applicable period of limitation began to run against the claimant.

Generally, "a plaintiff must file suit within a designated period after the cause of action accrues."²⁶ The cause of action accrues, the Court said, "when [it] is complete with all of its

²⁰ Exhibit A, IRC, page 2.

²¹ Exhibit A, IRC, page 22-50.

²² Exhibit B. Cover Letter for Remittance Advice dated August 3, 2006, filed September 4, 2007. The remittance advice is included in Exhibit A, IRC, page 336.

²³ The completeness review performed by Commission staff is not a legal review. It is simply a non-legal review of the filing by administrative staff to determine if the elements required for the filing of an IRC have been met. (Cal. Code Regs, tit. 2, § 1185.2.)

²⁴ Former California Code of Regulations, title 3, section 1185(b) (Register 2003, No. 17).

²⁵ *Poosh v. Phillip Morris USA, Inc.* (2011) 51 Cal.4th 788, 797.

²⁶ *Ibid* [citing Code of Civil Procedure section 312].

elements.”²⁷ Put another way, the courts have held that “[a] cause of action accrues ‘upon the occurrence of the last element essential to the cause of action.’”²⁸

For IRCs, the “last element essential to the cause of action” which begins the running of the period of limitation pursuant to Government Code section 17558.5 and former section 1185 (now § 1185.1) of the Commission’s regulations, is a written notice to the claimant of the adjustment that explains the reason for the adjustment. This interpretation is consistent with previously adopted Commission decisions.²⁹

Here, the record shows that the Controller issued a draft audit report on October 8, 2003, which the claimant responded to on December 12, 2003, “agreeing with the audit results with the exception of Finding 1.”³⁰ The Controller made no changes to the adjustments or findings following receipt of the claimant’s comments, and issued a final audit report on February 26, 2004, stating that “[t]he fiscal impact of the findings reported in the draft report remains unchanged.”³¹ The final audit report identifies the amounts reduced for this program for costs claimed for fiscal years 1998-1999, 1999-2000, and 2000-2001, and contains three detailed findings made by the Controller that explain the reasons for the Controller’s reductions (Finding 1, unsupported salaries and benefits and related indirect costs; Finding 2, overstated indirect costs; and Finding 3, unreported reimbursements).³² There is no evidence that the claimant did not receive the final audit report. The IRC itself states that “[o]n February 26, 2004, the State Controller’s Office (“SCO”) issued its final audit report on the County of Santa Clara’s (“County’s”) claims for costs incurred based on the legislatively created Domestic Violence Treatment Services Program . . . for July 1, 1998 through June 30, 2001.”³³

The February 26, 2004 final audit report does include an express invitation for the claimant to participate in an additional informal audit review process, and invites the claimant to submit additional documentation to the Controller: “The auditee should submit, in writing, a request for a review and all information pertinent to the disputed issues within 60 days after receiving the final report.”³⁴ This language could support a finding that the final audit report did not, in fact, constitute the Controller’s final determination on the subject claims and thus did not provide the “last essential element to the cause of action” that would begin the running of the statute of

²⁷ *Ibid* [quoting *Norgart v. Upjohn Co.* (1999) 21 Cal.4th 383, 397].

²⁸ *Seelenfreund v. Terminix of Northern California, Inc.* (1978) 84 Cal.App.3d 133 [citing *Neel v. Magana, Olney, Levy, Cathcart & Gelfand* (1971) 6 Cal.3d 176].

²⁹ See Commission on State Mandates, Decision, *Collective Bargaining*, 05-4425-I-11, adopted December 5, 2014, and Decision, *Handicapped and Disabled Students*, 05-4282-I-03 adopted September 25, 2015.

³⁰ Exhibit A, IRC, page 26 (final audit report).

³¹ Exhibit A, IRC, page 36 (final audit report).

³² Exhibit A, IRC, pages 30-38 (Finding 1), 38 (Finding 2), and 39 (Finding 3).

³³ Exhibit A, IRC, page 6.

³⁴ Exhibit A, IRC, page 22 (final audit report).

limitations.³⁵ There is no evidence in the record, however, that the claimant submitted a request for a review or otherwise participated in the additional review process for this audit within the 60-day time period offered by the Controller. Rather, the record shows that the claimant first responded to the Controller's February 26, 2004 final audit report with the filing of this IRC, which included additional documentation in support of its claim for the salaries and benefits reduced in Finding 1 that resulted in the Controller later reinstating some of the costs originally reduced.

Moreover, the August 3, 2006 remittance advice is a computer-generated document that provides no reason for the audit adjustments and, thus, does not provide the notice required by Government Code section 17558.5 to trigger the period of limitations. The remittance advice simply states that \$0 was due to the claimant for the "reimbursement of state mandated costs" and identifies "payment offsets" relating to adjustments made by the Controller to reimbursement claims filed by the claimant for several state-mandated programs, including the original \$748,645 reduction for the *Domestic Violence Treatment Services* claims at issue here. In any event, the right to file an IRC had already accrued and the limitation period began to run before the remittance advice was issued.

Therefore, based on the evidence in the record, the final audit report dated February 26, 2004, provides the "last essential element to the cause of action" that began the running of the period of limitations against the claimant. Thus, for the IRC to be timely, it had to be filed by February 26, 2007. Because the IRC was filed on August 15, 2007, it was not timely filed within the three-year period of limitations, so the Commission does not have jurisdiction to hear and decide this IRC.

Conclusion

Staff finds that the Commission has no jurisdiction to hear and decide this IRC because it was not filed within the applicable three-year period of limitations.

Staff Recommendation

Staff recommends that the Commission adopt the proposed decision to deny the IRC, based on a lack of jurisdiction, and authorize staff to make any technical, non-substantive changes following the hearing.

³⁵ California Code of Regulations, title 2, section 1185 (Register 2003, No. 17). See also Adopted Decision, *Handicapped and Disabled Students*, 05-4282-I-03, where the Commission did find that a later remittance advice constituted the first notice of adjustment when the cover letter for the "final audit report" contained the same exact language as here *and* there was evidence in the record that the claimant did participate in the informal audit review process which resulted in the Controller to modifying the reductions and issuing a remittance advice based on the corrected reductions.

BEFORE THE
COMMISSION ON STATE MANDATES
STATE OF CALIFORNIA

**IN RE INCORRECT REDUCTION CLAIM
ON:**

Penal Code Sections 273.5(e), (f), (g), (h), and
(i); 1000.93, 1000.94, 1000.95, and 1203.097

Statutes 1992, Chapters 183 and 184; Statutes
1994, Chapter 28X; Statutes 1995, Chapter 641

Fiscal Years 1998-1999, 1999-2000, and
2000-2001

County of Santa Clara, Claimant

Case No.: 07-9628101-I-01

*Domestic Violence Treatment Services –
Authorization and Case Management*

DECISION PURSUANT TO
GOVERNMENT CODE SECTION 17500
ET SEQ.; CALIFORNIA CODE OF
REGULATIONS, TITLE 2, DIVISION 2,
CHAPTER 2.5. ARTICLE 7

(Adopted March 27, 2016)

DECISION

The Commission on State Mandates (Commission) heard and decided this incorrect reduction claim (IRC) during a regularly scheduled hearing on March 27, 2016. [Witness list will be included in the adopted decision.]

The law applicable to the Commission's determination of a reimbursable state-mandated program is article XIII B, section 6 of the California Constitution, Government Code section 17500 et seq., and related case law.

The Commission [adopted/modified] the proposed decision to [approve/partially approve/deny] the IRC at the hearing by a vote of [vote count will be included in the adopted decision] as follows:

Member	Vote
Ken Alex, Director of the Office of Planning and Research	
Richard Chivaro, Representative of the State Controller, Vice Chairperson	
Mark Hariri, Representative of the State Treasurer	
Sarah Olsen, Public Member	
Eraina Ortega, Representative of the Director of the Department of Finance, Chairperson	
Carmen Ramirez, City Council Member	
Don Saylor, County Supervisor	

Summary of the Findings

This IRC addresses reductions made by the State Controller's Office (Controller) to reimbursement claims of the County of Santa Clara (claimant) for fiscal years 1998-1999, 1999-2000, and 2000-2001 under the *Domestic Violence Treatment Services – Authorization and Case*

Management program. The Controller reduced costs claimed based on claimant's overstatement of productive hourly rates for its probation officers, unsupported or ineligible salaries and benefits claimed, overstated indirect costs claimed based on the claimant's failure to calculate indirect costs using its revised countywide cost allocation plan, and the claimant's failure to deduct offsetting fee revenue received from administering the batterer's treatment program.

Based on the analysis herein, the Commission finds that it has no jurisdiction to hear and decide this IRC because the IRC was not timely filed.

COMMISSION FINDINGS

I. Chronology

01/18/2000 Claimant signed its reimbursement claim for fiscal year 1998-1999.³⁶
01/11/2001 Claimant signed its original reimbursement claim for fiscal year 1999-2000.³⁷
10/25/2001 Claimant signed its amended reimbursement claim for fiscal year 1999-2000.³⁸
12/20/2001 Claimant signed its reimbursement claim for fiscal year 2000-2001.³⁹
10/08/2003 Controller issued the Draft Audit Report.⁴⁰
12/12/2003 Claimant filed comments on the Draft Audit Report.⁴¹
02/26/2004 Controller issued the Final Audit Report.⁴²
08/15/2007 Claimant filed this IRC.⁴³
09/07/2007 Commission staff deemed the test claim filing complete.
10/30/2009 Controller issued the Revised Audit Report.⁴⁴
07/03/2015 Controller filed late comments on the IRC.⁴⁵

³⁶ Exhibit A, IRC, pages 89-109.

³⁷ Exhibit A, IRC, pages 110-116.

³⁸ Exhibit A, IRC, pages 117-139.

³⁹ Exhibit A, IRC, pages 140-183.

⁴⁰ Exhibit A, IRC, page 26. The Draft Audit Report is not part of the record of this IRC.

⁴¹ Exhibit A, IRC, pages 41-48.

⁴² Exhibit A, IRC, pages 23-40.

⁴³ Exhibit A, IRC.

⁴⁴ Exhibit C, Controller's late comments on the IRC, pages 33-52.

⁴⁵ Exhibit C, Controller's late comments on the IRC. Note that pursuant to Government Code section 17553(d) "the Controller shall have no more than 90 days after the claim is delivered or mailed to file any rebuttal to an incorrect reduction claim. The failure of the Controller to file a rebuttal to an incorrect reduction claim shall not serve to delay the consideration of the claim by the Commission." However, in this instance, due to the backlog of IRCs, these late comments

08/04/2015 Claimant filed late rebuttal comments to the Controller's comments.⁴⁶
08/18/2015 Commission staff requested that claimant provide additional information on the IRC.
08/28/2015 Claimant responded to the request for additional information on the IRC.⁴⁷
12/22/2015 Commission staff issued the Draft Proposed Decision.

II. Background

A. Domestic Violence Treatment Services Program

On April 23, 1998, the Commission partially approved the *Domestic Violence Treatment Services– Authorization and Case Management* test claim. The test claim statutes provide that if a defendant is convicted of a domestic violence crime and granted probation as part of sentencing, the defendant is required to successfully complete the batterer's treatment program administered by county probation departments as a condition of probation.⁴⁸ The Commission determined that many activities pled in the test claim did not impose costs mandated by the state because the activities associated with the defendant's completion of a batterer's treatment program, which is now a condition of probation, changes the penalty for a crime within the meaning of Government Code section 17556(g).⁴⁹ However, the Commission partially approved

have not delayed consideration of this item and so have been included in the analysis and proposed decision.

⁴⁶ Exhibit D, Claimant's late rebuttal comments.

⁴⁷ Exhibit E, Claimant's response to request for additional information.

⁴⁸ See Commission on State Mandates, Statement of Decision on CSM 96-281-01, *Domestic Violence Treatment Services – Authorization and Case Management*. The test claim was filed on statutes enacted in 1992, 1994, and 1995. Before 1992, the Legislature established procedures for the diversion of persons arrested for misdemeanor domestic violence offenses prior to the determination of guilt or innocence. The diversion program created an alternative to criminal prosecution and conviction of the accused batterer. The accused was required to enroll in, and complete, a batterer's treatment program. The accused could avoid prosecution and conviction if the accused successfully completed the batterer's program. The 1992 and 1994 legislation required county probation departments to administer and regulate domestic violence batterer's treatment programs and perform other related case management duties for domestic violence divertees and their victims. The 1995 legislation eliminated the diversion program as a pretrial option for an accused batterer and transformed the batterer's treatment program into a condition of probation, if part of the punishment and sentencing following conviction included probation. (Commission on State Mandates, Decision 96-281-01, p. 4.)

⁴⁹ *Id.*, pages 7 and 8. The denied activities included the following: referring the defendant to an appropriate alternative batterer's program if the original program is unsuitable; monitoring the defendant's progress in the batterer's program, receiving and reviewing reports of violation, and reporting such findings to the court; requesting a hearing for further sentencing when the defendant is not performing satisfactorily in the assigned program, is not benefiting from the program, has not complied with the condition of probation, or has engaged in criminal conduct; providing information obtained from the investigation of the defendant's history to the batterer's

the claim, finding that the following activities impose a reimbursable state-mandated program on counties:

- Administration and regulation of the batterers' treatment programs (Pen. Code, § 1203.097(c)(1), (c)(2), & (c)(5)), offset by the claimant's fee authority under Penal Code section 1203.097(c)(5)(B);
- Providing services for victims of domestic violence (Pen. Code, § 1203.097(b)(4));
- Assessing the future probability of the defendant committing murder. (Pen. Code, § 1203.097(b)(3)(I)).

The Commission adopted parameters and guidelines on November 30, 1998 that provide reimbursement for the following activities:

- A. Administration and regulation of batterer's treatment programs (Pen. Code, §§ 1203.097(c)(1), (c)(2) and (c)(5)) offset by the claimant's fee authority under Penal Code section 1203.097(c)(5)(B).
 1. Development of an approval and annual renewal process for batterers' programs, not previously claimed under former Penal Code sections 1000.93 and 1000.95. (One-time activity.)
 - a. Meeting and conferring with and soliciting input from criminal justice agencies and domestic violence victim advocacy programs.
 - b. Staff training regarding the administration and regulation of batterers' treatment programs. (One-time for each employee performing the mandated activity.)
 2. Processing of initial and annual renewal approvals for vendors, including:
 - a. Application review.
 - b. On-site evaluations.
 - c. Notification of application approval, denial, suspension or revocation.
- B. Victim Notification. (Pen. Code, § 1203.097 (b)(4).)
 1. The probation department shall attempt to:
 - a. Notify victims regarding the requirement for the defendant's participation in a batterer's program.
 - b. Notify victims regarding available victim resources.
 - c. Inform victims that attendance in any program does not guarantee that an abuser will not be violent.

treatment program upon request; investigating the defendant's history to determine the appropriate batterer treatment program, determining which community program would benefit the defendant, and reporting such findings to the court; assessing the defendant after the court orders the defendant to a batterer's program; and determining the amount, means, and manner of restitution the defendant must pay to the victim or battered women's shelter.

2. Staff training on the following activities:

- a. Notify victims regarding the requirement for the defendant's participation in a batterer's program, and inform victims that attendance in any program does not guarantee that an abuser will not be violent. (One-time for each employee performing the mandated activities.)
- b. Notify victims regarding available victim resources. (Once-a-year training for each employee performing the mandated activity.)

C. Assessing the future probability of the defendant committing murder. (Pen. Code, § 1203.097(b)(3)(I).)

1. Evaluation and selection of a homicidal risk assessment instrument.
2. Purchasing or developing a homicidal risk assessment instrument.
3. Training staff on the use of the homicidal risk assessment instrument.
4. Evaluation of the defendant using the homicidal risk assessment instrument, interviews and investigation, to assess the future probability of the defendant committing murder.

In the event a local agency obtains a new homicidal risk assessment instrument, documentation substantiating the improved value of the new instrument is required to be provided with the claim.⁵⁰

Section V. of the parameters and guidelines allows reimbursement for employee salaries and benefits, to be claimed as follows:

Identify the employee(s), and/or show the classification of the employee(s) involved. Describe the reimbursable activities performed and specify the actual time devoted to each reimbursable activity by each employee, productive hourly rate and related fringe benefits.⁵¹

Section V. also allows reimbursement for the cost of training an employee "to perform the mandated activities." The parameters and guidelines require the claimant to "identify the employee(s) by name and job classification," and "provide the title and subject of the training session, the date(s) attended and the location."⁵²

Section VI. of the parameters and guidelines, which addresses the required data to support the claim, states:

For audit purposes, all costs claimed shall be traceable to source documents (e.g. employee time records, invoices, receipts, purchase orders, contracts, worksheets, calendars, declarations, etc.) that show evidence of the validity of such costs and their relationship to the state mandated program. All documentation in support of

⁵⁰ Exhibit A, IRC, pages 69-70.

⁵¹ *Id.*, page 70.

⁵² *Id.*, page 71.

the claimed costs shall be made available to the State Controller's Office, as may be requested, and all reimbursement claims are subject to audit during the period specified in Government Code section 17558.5, subdivision (a).⁵³

The parameters and guidelines were amended in January 2010 (eff. July 1, 2005) to add boilerplate language requiring claimants to keep contemporaneous source documents. Because the reimbursement claims at issue in this IRC were for costs incurred in fiscal years 1998-1999, 1999-2000, and 2000-2001, the parameters and guidelines applicable to this claim are those adopted on November 30, 1998.

B. The Controller's Audits and Summary of the Issues

The Controller issued a final audit report on February 26, 2004, reducing costs claimed by \$748,645.⁵⁴ The claimant filed this IRC on August 15, 2007, and based on additional documentation the claimant submitted with its IRC, the Controller issued a revised final audit report on October 30, 2009, to supersede the prior final audit report. The revised final audit report increases allowable costs by \$100,881 and reduces costs claimed during the audit period by \$647,794.⁵⁵ The Controller's final revised audit reductions and findings are explained below.

Finding One, Reduction of Costs Claimed for Salaries and Benefits

The Controller issued a final audit report on February 26, 2004, reducing salary and benefit costs claimed, and related indirect costs by \$705,080. The Controller found that the claimant incorrectly calculated its productive hourly rate and claimed employee costs that were unsupported or ineligible for reimbursement.⁵⁶

The claimant has withdrawn from its IRC the challenge to the Controller's reduction of costs based on the claimant's calculation of productive hourly rates.⁵⁷ However, the findings and reductions based on unsupported or ineligible salary and benefit costs claimed are still disputed. Finding 1 of the revised final audit report and comments filed by the Controller on the IRC summarize the reductions as follows:

- A. For administration and regulation of batterer's treatment programs, the county claimed salaries and benefits totaling \$90,949 (\$25,841 for FY 1998-1999, \$56,665 for FY 1999-

⁵³ *Id.*, pages 71-72.

⁵⁴ Exhibit A, IRC, pages 22-50.

⁵⁵ Exhibit C, Controller's late comments on IRC, pages 33-64. Although in the revised audit, finding 1 increased allowable costs claimed by \$104,417, the revised finding 2 (on indirect costs) decreased allowable costs by \$3,536, so the net increase in allowable costs from the original to the revised audit totals \$100,881. See Exhibit C, Controller's late comments on the IRC, pages 9, 11, and 14.

⁵⁶ Exhibit A, IRC, pages 22-50.

⁵⁷ Exhibit D, Claimant's late rebuttal comments on the IRC, page 4; Exhibit E, Claimant's response to additional information, page 1.

2000, and \$8,443 for FY 2000-2001) that were unsupported.⁵⁸ The Controller's reductions and revised findings are as follows:

1. The county estimated five hours per month for each of the 10 officers for fiscal year 1998-1999 (600 hours) and 11 officers for fiscal year 1999-2000 (660 hours) for providing resources over the telephone to victims. No documentation was provided to substantiate the activities performed and time spent on them.

Subsequently, the county conducted a time study in June 2003 and submitted it with the IRC to document the time spent providing resources over the telephone to victims. The time study showed the average time per case was 15 minutes. After reviewing the time study, the Controller accepted the 15-minute time standard, but rejected as unreasonable the application of the time standard to all cases in the Domestic Violence Unit during the year. Once the defendant is assigned to the probation department, the department sends letters notifying victims of available resources. Therefore, the Controller presumed that victim contacts with the department "would ensue" shortly after receiving the letters. The Controller applied the 15-minute time standard to new cases assigned during the year. The Controller allowed 324.25 hours of the 600 hours claimed for fiscal year 1998-1999 and 165 hours of the 660 hours claimed for fiscal year 1999-2000.⁵⁹

2. The county claimed 26 hours for fiscal year 1998-1999 and 30 hours for fiscal year 1999-2000 for its investigative unit to perform activities for the administration and regulation component, which was determined to be unallowable because no documentation was provided to substantiate the activities performed and time spent on the activities. In addition, the auditor's interviews of the investigative officers revealed this is not a function that this unit performs.

Moreover, the Controller determined that the county claimed these hours based on an "inadequate" time study conducted in May 1999. Thirty-one officers participated in the time study. Of the 31 officers recording time, only two officers indicated hours for the administrative component, totaling 2 hours and 15 minutes. The claimant then calculated the employee hours claimed by dividing the 2.25 hours by the 48 cases in the unit for the month of May 1999, which generated a time standard of 0.05 hours

⁵⁸ The revised audit report reinstated \$46,114 in salaries and benefits. Exhibit C, Controller's late comments on IRC, page 42.

⁵⁹ Exhibit C, Controller's late comments on IRC, pages 16 and 42 (revised final audit report). Page 22 of the Controller's comments show the amounts claimed and reinstated for this activity combined with 1.B.4. (speaking over the phone with victims): "The county overstated the hours of providing resources to victims via telephone contact by 1,270.5 hours for the audit period. The time study standard of 15 minutes applied to new cases in the unit only substantiated 649.50 hours, instead of the 1,920 hours claimed."

for the function. The time standard was multiplied by the total number of cases for each fiscal year to arrive at the claimed hours.⁶⁰

3. The county claimed 536 hours for fiscal year 1999-2000 and 224 hours for fiscal year 2000-2001 for staff training, for a total of 760 claimed training hours. The county provided course rosters and sign-in sheets to substantiate 456 hours claimed for training by the Probation Department's Certification Unit (232 hours claimed in fiscal year 1999-2000 and 224 hours claimed in fiscal year 2000-2001). The Controller originally reduced many of the hours claimed because Probation Department personnel stated that individuals attending the training did not perform activities related to the administration and regulation of the batterer's treatment program.

Based on the declaration provided with the IRC, the Controller revisited the issue and reviewed the course content of the training, determining that the course topics fell within the allowable training activities of the program's parameters and guidelines. Of the 57 probation officers receiving training, 11 were assigned to the Domestic Violence Treatment Services Program during the audit period, per the declaration of Rita Loncarich. The remaining probation officers were assigned to General Supervision and Investigation, which also handles domestic violence related charges. The Controller determined that 456 documented training hours (of 760 hours claimed) are allowable.⁶¹

4. The county claimed 102 hours for fiscal year 1999-2000 and 66 hours for fiscal year 2000-2001 for meeting and conferring with criminal justice agencies. County personnel stated that a different unit within the Probation Department claimed the additional hours and provided a memorandum by the department's supervisor, which included the number of hours and stated that department staff were at meetings. The Controller originally found that this documentation did not identify who attended such meetings.

The Controller revised this finding to reinstate all hours reduced after the IRC was filed because the management information reports submitted with the IRC substantiated all the claimed meeting hours. The revised audit reinstates claimed direct costs of \$6,936, and \$6,757 in related indirect costs.⁶²

⁶⁰ Exhibit C, Controller's late comments on IRC, pages 20, 22, and 43 (revised final audit report).

⁶¹ Exhibit C, Controller's late comments on IRC, pages 20, 22, and 43 (revised final audit report). The revised audit reinstated \$18,867 in allowable salaries and benefits and \$18,283 in related indirect costs.

⁶² Exhibit C, Controller's late comments on IRC, pages 20 and 43 (revised final audit report).

B. For victim notification, the county claimed salaries and benefits totaling \$136,569 (\$52,285 for FY 1998-1999, \$36,227 for FY 1999-2000, and \$48,057 for FY 2000-2001) that were unsupported or ineligible for the following reasons: ⁶³

1. For fiscal years 1998-1999 and 1999-2000, the documentation provided by the county did not support the total number of letters sent to notify victims regarding the requirement for the defendant's participation in the batterer's program, to notify victims regarding available victim resources, and to inform victims that attendance in any program does not guarantee that an abuser will not be violent. ⁶⁴

In comments on the draft audit report, the claimant stated it "concurs with this finding." ⁶⁵ However, in the IRC, claimant requests the Commission to "reverse the audit findings" and reinstate all the Controller's audit reductions. ⁶⁶

2. For the entire audit period, the county was unable to support all of the hours it claimed for the officers to make field contact with the victims. The county submitted field contact logs to support these hours; however, the total hours claimed did not reconcile to the hours in the field contact logs.

In comments on the IRC, the Controller stated that it allowed the hours validated by the declaration of Ms. Tong submitted with the IRC; i.e., one hour per field contact case supported with field contact logs, which totaled 131 hours for fiscal year 1998-1999, 343 hours for fiscal year 1999-2000, and 435 hours for fiscal year 2000-2001. The Controller determined that 909 cases were allowable for the audit period, which resulted in allowable costs totaling \$37,719 in salaries and benefits and \$36,588 in related indirect costs. ⁶⁷

The Controller further states that the field contact issue primarily pertains to fiscal year 1998-1999, where the Controller disallowed 408 employee hours claimed. The Controller states:

From January through June 1999, the auditor validated 111 of the 240 cases reviewed. These 111 cases were allowed for reimbursement. The files were purged for the first half of the fiscal year, July through December. From the county's summary schedule for that period, 182 cases were listed for that time period. The auditor tested 72 cases (approximately 40%) and traced these costs to the county's system to review the field officer's field visit log comments. Out of 72 cases tested, only 8 were validated. This represents a pass rate of 11%, which was

⁶³ For victim notification, the original audit found salaries and benefits totaling \$143,277 (\$52,285 for FY 1998-1999, \$36,227 for FY 1999-2000, and \$48,057 for FY 2000-2001) that were unsupported or ineligible.

⁶⁴ Exhibit C, Controller's late comments on IRC, pages 17 and 43 (revised final audit report).

⁶⁵ Exhibit A, IRC, page 46.

⁶⁶ Exhibit A, IRC, pages 2 and 6-7.

⁶⁷ Exhibit C, Controller's late comments on IRC, page 20.

applied to the remaining 182 cases to yield an additional 20 cases. This methodology is a more valid approach to approximate valid purged cases

...⁶⁸

3. For the entire audit period, the county claimed costs for the time spent to prepare letters sent to victims for notification of the defendant's violation of probation, scheduled hearings, and status changes in cases. The Controller found that these activities are not reimbursable under the mandate.⁶⁹

In comments on the draft audit report, the claimant stated "we concur that this is not a reimbursable activity."⁷⁰ However, the IRC requests the Commission to "reverse the audit findings" and reinstate all the Controller's audit reductions.⁷¹

4. For fiscal year 2000-2001, the county claimed estimated hours spent talking with victims on the telephone. No documentation was provided to substantiate the activities performed or the time spent on such activities.

The claimant submitted additional time study documentation with its IRC. The Controller reviewed the time study and accepted the 15-minute time standard for new cases only. The Controller applied the hours to 641 new cases in the Domestic Violence Unit, resulting in 160.25 allowable hours for victim telephone contacts.⁷²

- C. For assessment of future probability of defendant committing murder, the county claimed salaries and benefits totaling \$75,050 (\$12,573 for FY 1998-1999, \$59,434 for FY 1999-2000, and \$3,043 for FY 2000-2001) that were unsupported. The county used a fiscal year 1998-1999 time study of 4.68 hours for each case to support time spent performing the activity in fiscal year 1999-2000. The county did not perform a time study during fiscal year 1999-2000; however it did perform a time study for 2000-2001, which resulted in 1.59 hours for each case, a decline from the previous time study. The county stated that the reduction was due to the learning curve and efficiency of probation officers performing mandate-related activities. The Controller calculated the costs for fiscal year 1999-2000 using the average of the fiscal year 1998-1999 and 2000-2001 time study results (3.14 hours per case).⁷³

Finding Two, Overstated Indirect Costs

In finding 2, the Controller reduced \$44,881 in costs claimed for overstated indirect cost rates for the audit period because the claimant revised its countywide cost allocation plan, but did not

⁶⁸ Exhibit C, Controller's late comments on IRC, pages 21-22 and 44 (revised final audit report).

⁶⁹ Exhibit C, Controller's late comments on IRC, pages 17 and 44 (revised final audit report).

⁷⁰ Exhibit A, IRC, page 47.

⁷¹ Exhibit A, IRC, pages 2 and 6-7.

⁷² Exhibit C, Controller's late comments on IRC, pages 21 and 44 (revised final audit report). The revised audit report increased allowable salaries and benefits by \$6,708 and related indirect costs by \$6,323 for fiscal year 2000-2001.

⁷³ Exhibit C, Controller's late comments on the IRC, pages 21, 22, and 44.

apply the revised amounts when computing the indirect cost rate. The Controller recalculated indirect costs by multiplying the allowable salaries and benefits by the revised indirect cost rates.⁷⁴

Finding Three, Offsetting Fee Revenues

In finding 3 of the revised audit report, the Controller reduced costs claimed by \$2,250 for offsetting revenues that claimant received for processing vendor renewals for the batterer treatment programs.⁷⁵ In comments on the draft audit report, the claimant stated that it concurred with the audit finding.⁷⁶ However, the claimant's IRC requests a determination that all costs reduced by the Controller be reinstated.⁷⁷

III. Positions of the Parties

A. Santa Clara County

Claimant disputes the Controller's findings, and requests that the Commission direct the Controller to reinstate all costs reduced. The claimant argues that the costs claimed are supported by valid time studies, reports, declarations, and time logs.⁷⁸

After filing the IRC, the claimant withdrew the challenge to the Controller's reduction of costs based on the claimant's calculation of productive hourly rates.⁷⁹ The claimant continues to dispute all other reductions.

B. State Controller's Office

It is the Controller's position that the revised audit adjustments are correct and that this IRC should be denied. The Controller reinstated some of the costs claimed based on documentation submitted with the IRC.

IV. Discussion

Government Code section 17561(b) authorizes the Controller to audit the claims filed by local agencies and school districts and to reduce any claim for reimbursement of state mandated costs that the Controller determines is excessive or unreasonable.

Government Code Section 17551(d) requires the Commission to hear and decide a claim that the Controller has incorrectly reduced payments to the local agency or school district. If the Commission determines that a reimbursement claim has been incorrectly reduced, section 1185.9

⁷⁴ Exhibit A, IRC, page 38 (final audit report). Exhibit C, Controller's late comments on the IRC, page 51 (revised final audit report). As the Controller said in the revised audit report: "We recalculated the overstated indirect costs based on the revised amounts identified in Finding 1. Consequently, overstated indirect costs increased by \$3,536, from \$41,345 to \$44,881."

⁷⁵ Exhibit A, IRC, page 39.

⁷⁶ Exhibit A, IRC, page 48 (comments on the final audit report).

⁷⁷ Exhibit A, IRC, pages 2 and 6-7.

⁷⁸ Exhibit A, IRC, pages 11-15, 200-210, 212-213, 215-324, 326, 328-334.

⁷⁹ Exhibit D, Claimant's late rebuttal comments on the IRC, page 4; Exhibit E, Claimant's response to additional information, page 1.

of the Commission's regulations requires the Commission to send the statement of decision to the Controller and request that the costs in the claim be reinstated.

The Commission must review questions of law, including interpretation of the parameters and guidelines, de novo, without consideration of legal conclusions made by the Controller in the context of an audit. The Commission is vested with exclusive authority to adjudicate disputes over the existence of state-mandated programs within the meaning of article XIII B, section 6.⁸⁰ The Commission must also interpret the Government Code and implementing regulations in accordance with the broader constitutional and statutory scheme. In making its decisions, the Commission must strictly construe article XIII B, section 6 and not apply it as an "equitable remedy to cure the perceived unfairness resulting from political decisions on funding priorities."⁸¹

With regard to the Controller's audit decisions, the Commission must determine whether they were arbitrary, capricious, or entirely lacking in evidentiary support. This standard is similar to the standard used by the courts when reviewing an alleged abuse of discretion of a state agency.⁸² Under this standard, the courts have found that:

When reviewing the exercise of discretion, "[t]he scope of review is limited, out of deference to the agency's authority and presumed expertise: 'The court may not reweigh the evidence or substitute its judgment for that of the agency. [Citation.]'" ... "In general ... the inquiry is limited to whether the decision was arbitrary, capricious, or entirely lacking in evidentiary support. . . ." [Citations.] When making that inquiry, the " "court must ensure that an agency has adequately considered all relevant factors, and has demonstrated a rational connection between those factors, the choice made, and the purposes of the enabling statute." [Citation.]' "⁸³

The Commission must review the Controller's audit in light of the fact that the initial burden of providing evidence for a claim of reimbursement lies with the claimant.⁸⁴ In addition, sections 1185.1(f)(3) and 1185.2(c) of the Commission's regulations require that any assertions of fact by the parties to an IRC must be supported by documentary evidence. The Commission's ultimate findings of fact must be supported by substantial evidence in the record.⁸⁵

⁸⁰ *Kinlaw v. State of California* (1991) 54 Cal.3d 326, 331-334; Government Code sections 17551, 17552.

⁸¹ *County of Sonoma v. Commission on State Mandates* (2000) 84 Cal.App.4th 1264, 1281, citing *City of San Jose v. State of California* (1996) 45 Cal.App.4th 1802, 1817.

⁸² *Johnston v. Sonoma County Agricultural* (2002) 100 Cal.App.4th 973, 983-984. See also *American Bd. of Cosmetic Surgery, Inc. v. Medical Bd. of California* (2008) 162 Cal.App.4th 534, 547.

⁸³ *American Bd. of Cosmetic Surgery, Inc., supra*, 162 Cal.App.4th 534, 547-548.

⁸⁴ *Gilbert v. City of Sunnyvale* (2005) 130 Cal.App.4th 1264, 1274-1275.

⁸⁵ Government Code section 17559(b), which provides that a claimant or the state may commence a proceeding in accordance with the provisions of section 1094.5 of the Code of Civil

The Commission Does Not Have Jurisdiction to Hear and Decide this Incorrect Reduction Claim.

The IRC was filed on August 15, 2007,⁸⁶ almost three and one-half years after the final audit report was issued on February 26, 2004.⁸⁷ The IRC was deemed complete, however, based on a later-issued remittance advice, a computer-generated document dated August 3, 2006, which was submitted by the claimant as a supplemental filing.^{88, 89}

For the reasons below, the Commission finds that the IRC was not timely filed. Therefore, the Commission does not have jurisdiction to hear and decide this IRC.

Former section 1185(b) of the Commission's regulations, in effect when the final audit report was issued, required IRCs to be filed "no later than three (3) years following the date of the Office of State Controller's remittance advice or other notice of adjustment notifying the claimant of a reduction."⁹⁰ The statute of limitations for filing an IRC is currently in section 1185.1(c), which similarly provides that "[a]ll incorrect reduction claims shall be filed with the Commission no later than three years following the date of the Office of State Controller's final state audit report, letter, remittance advice, or other written notice of adjustment to a reimbursement claim."

The California Supreme Court has said, "Critical to applying a statute of limitations is determining the point when the limitations period begins to run."⁹¹ Thus, in this case, the IRC filed August 15, 2007, would be timely if measured from the date of the August 3, 2006 remittance advice. However, if the statute of limitations is measured from the final audit report dated February 26, 2004, the August 15, 2007 IRC would be filed beyond the three-year limitation period and would not be timely. Thus, the threshold issue is when the right to file an IRC based on the Controller's reductions accrued, and consequently when the applicable period of limitation began to run against the claimant.

Generally, "a plaintiff must file suit within a designated period after the cause of action accrues."⁹² The cause of action accrues, the Court said, "when [it] is complete with all of its

Procedure to set aside a decision of the Commission on the ground that the Commission's decision is not supported by substantial evidence in the record.

⁸⁶ Exhibit A, IRC, page 2.

⁸⁷ Exhibit A, IRC, page 22-50.

⁸⁸ Exhibit B, filed September 4, 2007. The remittance advice is attached to the IRC (Exhibit A) at page 336.

⁸⁹ The completeness review performed by Commission staff is not a legal review. It is simply a check of the filing to determine if the elements required for the filing of an IRC have been met. (Cal. Code Regs, tit. 2, § 1185.2.)

⁹⁰ Former California Code of Regulations, title 3, section 1185(b) (Register 2003, No. 17).

⁹¹ *Poosh v. Phillip Morris USA, Inc.* (2011) 51 Cal.4th 788, 797.

⁹² *Ibid* [citing Code of Civil Procedure section 312].

elements.”⁹³ Put another way, the courts have held that “[a] cause of action accrues ‘upon the occurrence of the last element essential to the cause of action.’”⁹⁴

For IRCs, the “last element essential to the cause of action” which begins the running of the period of limitation pursuant to Government Code section 17558.5 and former section 1185 (now § 1185.1) of the Commission’s regulations, is a notice to the claimant of the adjustment that includes the reason for the adjustment. Government Code section 17558.5(c), the substance of which was also in effect at the time the audit report was issued, provides in pertinent part:

The Controller shall notify the claimant in writing within 30 days after issuance of a remittance advice of any adjustment to a claim for reimbursement that results from an audit or review. The notification shall specify the claim components adjusted, the amounts adjusted, interest charges on claims adjusted to reduce the overall reimbursement to the local agency or school district, and the reason for the adjustment...⁹⁵

Accordingly, the Commission’s regulations provide that incorrect reduction claims shall be filed not later than three years following the notice of adjustment, and that the filing must include a detailed narrative describing the alleged reductions and a copy of any “written notice of adjustment from the Office of the State Controller that explains the reason(s) for the reduction or disallowance.”⁹⁶ Therefore, the last essential element that begins the running of the period of limitation for filing an IRC is a written notice of adjustment issued by the Controller that explains the reason for the adjustment. This interpretation is consistent with previously adopted Commission decisions.⁹⁷

Here, the record shows that the Controller issued a draft audit report on October 8, 2003, which the claimant responded to on December 12, 2003, “agreeing with the audit results with the exception of Finding 1.”⁹⁸ The Controller made no changes to the adjustments or findings following receipt of the claimant’s comments, and issued a final audit report on February 26, 2004, stating that “[t]he fiscal impact of the findings reported in the draft report remains unchanged.”⁹⁹ The final audit report identifies the amounts reduced for this program for costs claimed for fiscal years 1998-1999, 1999-2000, and 2000-2001, and contains three detailed findings made by the Controller that explain the reasons for the Controller’s reductions (Finding

⁹³ *Ibid* [quoting *Norgart v. Upjohn Co.* (1999) 21 Cal.4th 383, 397].

⁹⁴ *Seelenfreund v. Terminix of Northern California, Inc.* (1978) 84 Cal.App.3d 133 [citing *Neel v. Magana, Olney, Levy, Cathcart & Gelfand* (1971) 6 Cal.3d 176].

⁹⁵ See former Government Code section 17558.5(b) (Stats. 2002, ch. 1128, eff. Jan. 1, 2003).

⁹⁶ California Code of Regulations, title 2, section 1185.1(c) and (f)(4); See also, Former California Code of Regulations, title 2, section 1185(b) and (d)(3) (Register 99, No. 38).

⁹⁷ See Commission on State Mandates, Decision, *Collective Bargaining*, 05-4425-I-11, adopted December 5, 2014, and Decision, *Handicapped and Disabled Students*, 05-4282-I-03 adopted September 25, 2015.

⁹⁸ Exhibit A, IRC, page 26 (final audit report).

⁹⁹ Exhibit A, IRC, page 36 (final audit report).

1, unsupported salaries and benefits and related indirect costs; Finding 2, overstated indirect costs; and Finding 3, unreported reimbursements).¹⁰⁰ There is no evidence that the claimant did not receive the final audit report. The IRC itself states that “[o]n February 26, 2004, the State Controller’s Office (“SCO”) issued its final audit report on the County of Santa Clara’s (“County’s”) claims for costs incurred based on the legislatively created Domestic Violence Treatment Services Program . . . for July 1, 1998 through June 30, 2001.”¹⁰¹

The February 26, 2004 final audit report does include an express invitation for the claimant to participate in an additional informal audit review process, and invites the claimant to submit additional documentation to the Controller: “The auditee should submit, in writing, a request for a review and all information pertinent to the disputed issues within 60 days after receiving the final report.”¹⁰² This language could support a finding that the final audit report did not, in fact, constitute the Controller’s final determination on the subject claims and thus did not provide the “last essential element to the cause of action” that would begin the running of the statute of limitations.¹⁰³ There is no evidence in the record, however, that the claimant submitted a request for a review or otherwise participated in the additional review process for this audit within the 60-day time period offered by the Controller. Rather, the record shows that the claimant first responded to the Controller’s February 26, 2004 final audit report with the filing of this IRC, which included additional documentation in support of its claim for the salaries and benefits reduced in Finding 1 that resulted in the Controller later reinstating some of the costs originally reduced.¹⁰⁴

Moreover, the August 3, 2006 remittance advice is a computer-generated document that provides no reason for the audit adjustments and, thus, does not provide the notice required by Government Code section 17558.5 to trigger the period of limitations for filing an IRC. Instead, the remittance advice shows that \$0 was due to the claimant for the “reimbursement of state mandated costs” and identifies “payment offsets” relating to adjustments made by the Controller

¹⁰⁰ Exhibit A, IRC, pages 30-38 (Finding 1), 38 (Finding 2), and 39 (Finding 3).

¹⁰¹ Exhibit A, IRC, page 6.

¹⁰² Exhibit A, IRC, page 22 (final audit report).

¹⁰³ California Code of Regulations, title 2, section 1185 (Register 2003, No. 17). See also Adopted Decision, *Handicapped and Disabled Students*, 05-4282-I-03, where the Commission did find that a later remittance advice constituted the first notice of adjustment when the cover letter for the “final audit report” contained the same exact language as here *and* there was evidence in the record that the claimant did participate in the informal audit review process which resulted in the Controller to modifying the reductions and issuing a remittance advice based on the corrected reductions.

¹⁰⁴ The Commission’s ultimate findings of fact must be supported by substantial evidence in the record. Government Code section 17559(b), which provides that a claimant or the state may commence a proceeding in accordance with the provisions of section 1094.5 of the Code of Civil Procedure to set aside a decision of the Commission on the ground that the Commission’s decision is not supported by substantial evidence in the record. See also, California Code of Regulations, title 2, section 1187.5, requiring that all oral or written representations of fact shall be under oath or affirmation.

to reimbursement claims filed by the claimant for several state-mandated programs, including the original \$748,645 reduction for the *Domestic Violence Treatment Services* claims at issue here. In any event, the right to file an IRC had already accrued and the limitation period began to run before the remittance advice was issued.

Therefore, based on the evidence in the record, the final audit report dated February 26, 2004, provides the “last essential element to the cause of action” that began the running of the period of limitations against the claimant. Thus, for the IRC to be timely, it had to be filed by February 26, 2007. Because the IRC was filed on August 15, 2007, it was not timely filed within the three-year period of limitations. Therefore, the Commission does not have jurisdiction to hear and decide this IRC.

V. Conclusion

Based on the foregoing, the Commission finds that it has no jurisdiction to hear and decide this IRC because the IRC was not filed within the applicable three-year period of limitations.

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On December 22, 2015, I served the:

Draft Proposed Decision, Schedule for Comments, and Notice of Hearing

Domestic Violence Treatment Services, 07-9628101-I-01

Penal Code Sections 273.5(e), (f), (g), (h), and (i); 1000.93, 1000.94,

1000.95, and 1203.097; Statutes 1992, Chapters 183 and 184;

Statutes 1994, Chapter 28X; Statutes 1995, Chapter 641

Fiscal Years 1998-1999, 1999-2000, and 2000-2001

County of Santa Clara, Claimant

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on December 22, 2015 at Sacramento, California.


Jill L. Magee
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 12/9/15

Claim Number: 07-9628101-I-01

Matter: Domestic Violence Treatment Services

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

Each commission mailing list is continuously updated as requests are received to include or remove any party or person on the mailing list. A current mailing list is provided with commission correspondence, and a copy of the current mailing list is available upon request at any time. Except as provided otherwise by commission rule, when a party or interested party files any written material with the commission concerning a claim, it shall simultaneously serve a copy of the written material on the parties and interested parties to the claim identified on the mailing list provided by the commission. (Cal. Code Regs., tit. 2, § 1181.3.)

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RECEIVED

January 11, 2016

**Commission on
State Mandates**

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

Exhibit G

In Re:

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S DOMESTIC VIOLENCE
TREATMENT SERVICES

INCORRECT REDUCTION CLAIM
No. 07-9628101-I-01

COMMENTS TO THE DRAFT PROPOSED DECISION

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Attorneys for
COUNTY OF SANTA CLARA

STATE OF CALIFORNIA
COMMISSION ON STATE MANDATES

In Re:

No. 07-9628101-I-01

STATE CONTROLLER'S OFFICE
AUDIT REPORT ON SANTA CLARA
COUNTY'S DOMESTIC VIOLENCE
TREATMENT SERVICES

INCORRECT REDUCTION CLAIM

COMMENTS TO THE DRAFT PROPOSED DECISION

COMMENTS

On February 26, 2004, the State Controller's Office (hereinafter "SCO") issued its final audit report, and revised it on October 30, 2009, on the County of Santa Clara's (hereinafter "County") claims for costs incurred based on the legislatively-mandated Domestic Violence Treatment Services (Test Claim No. CSM-96-281-01; Ch. 183, Stats. 1992) for July 1, 1998, through June 30, 2001. The SCO incorrectly reduced the County's claim of \$2,027,291 by \$748,675, thus allowing only \$1,278,616.

The County submitted the Incorrect Reduction Claim ("IRC") in August 2007, which was received by the Commission on State Mandates ("Commission") on August 15, 2007. Pursuant to direction from the Commission, the County refiled the IRC on

August 30, 2007, which was received by the Commission on September 4, 2007. A copy of the County's cover letter for the refiling is attached hereto as Exhibit A. On September 7, 2007, the County received a letter from the Commission deeming the IRC filing complete. A copy of the Commission's letter determining completeness is attached hereto as Exhibit B.

In its Draft Proposed Decision, dated December 22, 2015, Commission staff has concluded that the Commission does not have jurisdiction to hear and decide the IRC because the IRC was not timely filed. In reaching this conclusion, Commission staff is using the issuance date of the final audit report, February 26, 2004, rather than the date of the remittance advice, August 3, 2006, to measure the three year period for which a claimant may file a claim pursuant to Section 1185.1(c) of Title 2 of the California Code of Regulations. Section 1185.1(c) states "[a]ll incorrect reduction claims shall be filed with the Commission no later than three years following the date of the Office of the State Controller's final state audit report, letter, remittance advice, or other written notice of adjustment to a reimbursement claim."

The County timely filed the IRC on August 30, 2007, which was within three years of the remittance advice issued August 3, 2006, and in accordance with Section 1185.2(a) it was deemed complete by Commission staff on September 7, 2007. If the IRC filed by the County had included a remittance advice issued more than three years prior to the August 30, 2007 filing date or, alternatively, if the remittance advice filed by the County should not have been considered a "remittance advice" of the kind needed to be filed with the IRC, then the IRC should have been rejected by the Commission in 2007. Instead, Commission staff deemed the IRC complete and effectively waived any

right to later claim that the IRC was not timely filed. Therefore, the Commission does have jurisdiction to heard and decide the IRC.

Dated: 1/11/2016

Respectfully submitted,

ORRY P. KORB
County Counsel



Elizabeth G. Pianca
Lead Deputy County Counsel
Attorneys for County of Santa Clara

Exhibit A

**OFFICE OF THE COUNTY COUNSEL
COUNTY OF SANTA CLARA**

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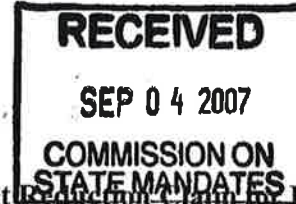


Ann Miller Ravel
COUNTY COUNSEL

Winifred Botha
Robert C. Campbell
Laurie F. Faulkner
ASSISTANT COUNTY COUNSEL

August 30, 2007

Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814



**Re: Refiling of County of Santa Clara's Incorrect Reduction Claim for Domestic
Violence Treatment Services and Withdrawal of Appeal re Same**

Dear Commission:

Pursuant to a telephone discussion with Nancy Patton, we are refiling the Incorrect Reduction Claim ("IRC") filed by the County of Santa Clara for Domestic Violence Treatment Services for the period July 1, 1998 through June 30, 2001. The revised IRC includes the remittance advice issued by the State Controller on August 3, 2006 wherein deductions for the applicable claims were made.

If the Commission accepts the IRC as timely filed, the County will withdraw its appeal of the Commission's decision to reject the IRC as not timely filed.

Thank you for your assistance in this matter. Please contact me if you have any questions.

Very truly yours,

ANN MILLER RAVEL
County Counsel

Lizanne Reynolds
Lizanne Reynolds
Deputy County Counsel

c: Paula Higashi, Executive Director

Exhibit B

COMMISSION ON STATE MANDATES

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September 7, 2007

Ms. Lizanne Reynolds
Deputy County Counsel
Office of the County Counsel, Santa Clara County
70 West Hedding Street, East Wing, Ninth Floor
San Jose, CA 95110

Ms. Ginny Brummels
Division of Accounting and
Reporting
State Controller's Office
3301 C Street, Suite 501
Sacramento, CA 95816

Re: **Incorrect Reduction Claim**
Domestic Violence Treatment Services, 07-9628101-I-01
Statutes 1992, Chapter 183
Fiscal Years 1998-1999, 1999-2000, 2000-2001
County of Santa Clara, Claimant

Dear Ms. Reynolds and Ms. Brummels:

On August 15, 2007, the County of Santa Clara filed an incorrect reduction claim (IRC) with the Commission on State Mandates (Commission) based on the *Domestic Violence Treatment Services* program for fiscal years 1998-1999, 1999-2000, and 2000-2001. Commission staff determined that the IRC filing is complete.

Government Code section 17551, subdivision (b), requires the Commission to hear and decide upon claims filed by local agencies and school districts that the State Controller's Office (SCO) has incorrectly reduced payments to the local agencies or school districts.

SCO Review and Response. Please file the SCO response and supporting documentation regarding this claim within 90 days of the date of this letter. Please include an explanation of the reason(s) for the reductions and the computation of reimbursements. All documentary evidence must be authenticated by declarations under penalty of perjury signed by persons who are authorized and competent to do so and be based on the declarant's personal knowledge, information or belief. The Commission's regulations also require that the responses (opposition or recommendation) filed with the Commission be simultaneously served on the claimants and their designated representatives, and accompanied by a proof of service (Cal. Code Regs., tit. 2, § 1185.01).

The failure of the SCO to respond within this 90-day timeline shall not cause the Commission to delay consideration of this IRC.

Claimant's Rebuttal. Upon receipt of the SCO response, the claimant and interested parties may file rebuttals. The rebuttals are due 30 days from the service date of the response.

Prehearing Conference. A prehearing conference will be scheduled if requested.

Public Hearing and Staff Analysis. The public hearing on this claim will be scheduled after the record closes. A staff analysis will be issued on the IRC at least eight weeks prior to the public hearing.

Dismissal of Incorrect Reduction Claims. Under section 1188.31 of the Commission's regulations, IRCs may be dismissed if postponed or placed on inactive status by the claimant for more than one year. Prior to dismissing a claim, the Commission will provide 60 days notice and opportunity for the claimant to be heard on the proposed dismissal.

Please contact Victoria Soriano at (916) 323-8213 if you have any questions.

Sincerely,


PAULA HIGASHI
Executive Director

cc: David G. Elledge, Controller-Treasurer
Enclosure: Incorrect Reduction Claim Filing - (SCO only)

J:\mandates\IRC\2007\9628101-I-01\complete\tr

WORKING BINDER: _____
CHRON: _____
FILE: _____
DATE: 9/10/07
INITIAL: [Signature]
FAXED: _____
MAILED: _____

DECLARATION OF SERVICE BY EMAIL

I, the undersigned, declare as follows:

I am a resident of the County of Sacramento and I am over the age of 18 years, and not a party to the within action. My place of employment is 980 Ninth Street, Suite 300, Sacramento, California 95814.

On January 11, 2016, I served the:

Claimant Comments on Draft Proposed Decision

Domestic Violence Treatment Services, 07-9628101-I-01

Penal Code Sections 273.5(e), (f), (g), (h), and (i); 1000.93, 1000.94, 1000.95, and 1203.097; Statutes 1992, Chapters 183 and 184;

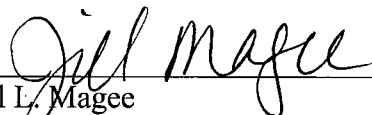
Statutes 1994, Chapter 28X; Statutes 1995, Chapter 641

Fiscal Years 1998-1999, 1999-2000, and 2000-2001

County of Santa Clara, Claimant

by making it available on the Commission's website and providing notice of how to locate it to the email addresses provided on the attached mailing list.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed on January 11, 2016 at Sacramento, California.



Jill L. Magee
Commission on State Mandates
980 Ninth Street, Suite 300
Sacramento, CA 95814
(916) 323-3562

COMMISSION ON STATE MANDATES

Mailing List

Last Updated: 1/11/16

Claim Number: 07-9628101-I-01

Matter: Domestic Violence Treatment Services

Claimant: County of Santa Clara

TO ALL PARTIES, INTERESTED PARTIES, AND INTERESTED PERSONS:

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