



# OFFICE OF THE DISTRICT ATTORNEY

COUNTY OF VENTURA, STATE OF CALIFORNIA

**GREGORY D. TOTTEN**  
District Attorney

**JANICE L. MAURIZI**  
Chief Assistant District Attorney

**MICHAEL K. FRAWLEY**  
Chief Deputy District Attorney  
Criminal Prosecutions

**W. CHARLES HUGHES**  
Chief Deputy District Attorney  
Administrative Services

**MICHAEL R. JUMP**  
Chief Deputy District Attorney  
Victim & Community Services

**MICHAEL D. SCHWARTZ**  
Special Assistant District Attorney  
Justice Services

**R. MILES WEISS**  
Chief Deputy District Attorney  
Special Prosecutions

**MICHAEL BARAY**  
Chief Investigator  
Bureau of Investigation

October 4, 2016

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

Re: Ratification of the District Attorney's Application for and Acceptance of \$793,763 in Victim Services XC Grant Funds from the California Office of Emergency Services; Adoption of Resolution to Accept \$793,763 in Victim Services XC Grant Funds from the California Office of Emergency Services; Approval of the Establishment of One Fixed-Term Victim Advocate III Position for the District Attorney's Office Beginning July 1, 2016 through June 30, 2018; Approval of the Establishment of One Fixed-Term Administrative Assistant I NE for the District Attorney's Office Beginning July 1, 2016 through June 30, 2018; Approval of and Authorization for the District Attorney or Designee to Sign a Two-Year Contract for Services to Human Trafficking Victims with Interface Children & Family Services in the Amount of \$184,000 over two fiscal years; Approval of and Authorization for the District Attorney or Designee to Sign a Two-Year Contract to Provide Human Trafficking Prevention and Outreach Strategies with C.A.S.A. of Ventura County, Inc. (Court Appointed Special Advocates for Children) in the Amount of \$88,000 over two fiscal years; Approval of and Authorization for the District Attorney or Designee to Sign a Two-Year Contract for Services Provided to LGBTQ Clients with the Coalition for Family Harmony in the Amount of \$184,000; and Authorization for the Auditor-Controller to Process the Necessary Accounting Transactions to Increase Appropriations and Revenue for the Victim Services XC Program, Unit 2103. (REQUIRES 4/5<sup>ths</sup> VOTE ON RECOMMENDATION 7)

RECOMMENDATIONS:

It is recommended that your Board:

1. Ratify the District Attorney's application for and acceptance of \$793,763 in Victim Services XC Program Grant funds from the California Office of Emergency Services (Exhibit 1).
2. Adopt and authorize the Chair to sign a Resolution (attached) to accept \$793,763 in Victim Services XC Program Grant funds awarded by the California Office of Emergency Services conditioned on the County contributing money or services of \$198,441 for this Victim Services XC Program.
3. Authorize the establishment of the following fixed-term positions for the District Attorney's Office effective July 1, 2016, through June 30, 2018.

<b>Job Code</b>	<b>Description</b>	<b>Business Unit</b>	<b>Department</b>	<b>FTE</b>	<b>Compensation Frequency</b>	<b>Annual Salary Range</b>
00586	Victim Advocate III	DAOVC	2103	1.0	Biweekly	\$38,560.59 to \$54,226.12

<b>Job Code</b>	<b>Description</b>	<b>Business Unit</b>	<b>Department</b>	<b>FTE</b>	<b>Compensation Frequency</b>	<b>Annual Salary Range</b>
0149	Administrative Assistant I-NE	DAOVC	2103	1.0	Biweekly	\$42,824.69 to \$59,916.42

4. Approve and authorize the District Attorney or designee to sign a two-year contract (Exhibit 2) with Interface Children & Family Services, effective July 1, 2016, through June 30, 2018, to have it provide services to victims of human trafficking.
5. Approve and authorize the District Attorney or designee to sign a two-year contract (Exhibit 3) with C.A.S.A. of Ventura County, Inc. effective July 1, 2016, through June 30, 2018, to provide human trafficking prevention and outreach strategies.

6. Approve and authorize the District Attorney or designee to sign a two-year contract (Exhibit 4) with the Coalition for Family Harmony, effective July 1, 2016, through June 30, 2018, to provide services to LGBTQ victims of crime.
7. Authorize the Auditor-Controller to make the following accounting transactions to Unit 2103, Victim Services XC Program for FY 2016-17.  
(REQUIRES 4/5<sup>THS</sup> VOTE)

FY 2016-17

Increase Salaries and Benefit	\$168,882
Increase Services and Supplies	<u>\$228,000</u>
Increase State-Aid Other (Object 9252)	\$396,882

FISCAL/MANDATE IMPACT:

Mandatory:	No
Source of Funding:	California Office of Emergency Services
Funding Match Required:	\$42,220 District Attorney \$23,000 Interface Children & Family Services \$11,000 Court Appointed Special Advocates <u>\$23,000</u> The Coalition for Family Harmony \$99,220 (Total Annual Cash Match)
Impact on Other Departments:	None

Summary of Revenue and Total Costs:

	<u>FY 2016/17</u>	<u>FY 2017/18</u> (Estimated)
Revenue:	\$ 396,882	\$ 396,881
Costs:		
Direct:	\$ 496,102	\$ 496,102
Indirect:	\$ Minimal	\$ Minimal
Total Costs:	\$ 496,102	\$ 496,102
Net County Cost Including Indirect:	\$ 99,220	\$ 99,221

CURRENT FY BUDGET PROJECTIONS:

Current FY 2016/2017 Budget Projection for DAO/2103 as of August 1, 2016:

	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Deficit/Savings
Appropriations	\$33,305,361	\$33,305,361	\$33,305,361	\$0
Revenue	\$7,878,604	\$7,878,604	\$7,878,604	\$0
Net Cost	\$25,426,757	\$25,426,757	\$25,426,757	\$0

REASON FOR RATIFICATION:

Because of the short time from when the District Attorney's Office was notified of the grant opportunity on March 18, 2016, and the deadline to submit (initially April 12, 2016, and then later extended to May 24, 2016), we were unable to make a formal request to the Board to approve the application. The application required that a grant sub-award be signed indicating that approval from a representative of County government had been obtained. This document was signed by the District Attorney on May 23, 2016, based upon approval from the County Executive Office received on March 18, 2016.

DISCUSSION:

The District Attorney's Office has been designated as the major provider of comprehensive services to crime victims in Ventura County since 1979. This has enabled our county to receive grant funding through the State of California's Office of Emergency Services for a host of programs designed to improve services and outcomes for victims of crime. This grant award is the result of one such program known as the County Victim Services XC program.

With the announcement of the County Victim Services XC grant solicitation in March 2016, the District Attorney's Office immediately formed the Ventura County Victim Services Steering Committee (VCVSSC) comprised of representatives from 11 Ventura County governmental and non-profit agencies. The steering committee was asked to identify and vote on the top three highest priority victim services gaps/needs in Ventura County. The steering committee identified and selected: (1) Specialized services for farmworker victims, (2) Specialized services for human trafficking victims and (3) Specialized services and outreach for LGBTQ victims as the top three priorities.

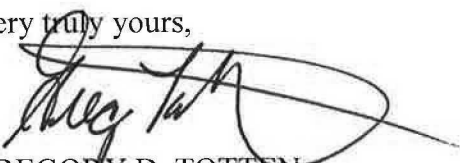
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The grant award will provide farmworker victims in Ventura County with a dedicated bilingual Victim Advocate III within the District Attorney's Office to provide specialized outreach and advocacy services that will reduce fear of deportation, encourage self-reporting of victimization to law enforcement and enable other governmental and community-based service providers to deliver needed assistance.

The grant award will also provide support to human trafficking and LGBTQ crime victims by leveraging the expertise of: (1) C.A.S.A. of Ventura County, Inc. which will implement a comprehensive human trafficking prevention and outreach strategy with those victims in their care, (2) Interface Children & Family Services which will develop and provide coordination of services available for human trafficking victims in Ventura County, and (3) The Coalition for Family Harmony which will provide specialized services for LGBTQ victims of crime in Ventura County.

This item has been reviewed by the County Executive Office, Auditor-Controller's Office, County Counsel, Human Resources and GSA/Procurement. If you have questions regarding this item, please contact Michael Jump, Chief Deputy District Attorney, Victim and Community Services at 654-2331.

Very truly yours,



GREGORY D. TOTTON  
District Attorney

GDT/cb

Attachments:

Resolution

Exhibit 1 - Grant Application and Award Letter

Exhibit 2 - Contract for Services-Interface Children & Family Services

Exhibit 3 - Contract for Services-C.A.S.A. of Ventura County, Inc.

Exhibit 4 - Contract for Services-The Coalition for Family Harmony

cc: Michael Powers, County Executive Officer  
Leroy Smith, County Counsel  
Jeffery S. Burgh, Auditor-Controller  
Shawn Atin, Chief Deputy Executive Officer  
Rosa Cenicerros, Purchasing Agent