



Katherine Weinstein Miller
Chief Probation Officer

To: Juvenile Probation Commission
Meeting Date: June 11, 2025
Re: JPD Contracts for Commission Review & Approval

The Juvenile Probation Department (JPD) requests delegated authority from the Juvenile Probation Commission to approve the following requests:

Supplier	Sharp Circle Inc.
Action	Amendment 1, to update Case Manager FTEs
Scope	Reentry Support Services
Term	No Change
Not-to-Exceed-Amount	No Change
Contracting Authority	Admin Code 21G
Funding Source	JJRBG/YOBG/OYCR Less Restrictive Programming Grant (State)
Court-Ordered Service	Yes

The Juvenile Probation Commission approved the original agreement at the 4/9/2025 commission meeting.

This request is for the commission to consider approving an update to the FTEs in the budget as outlined below:

Each Case Manager was originally budgeted at \$58,500 for a full-time (1.0 FTE) position.

This amendment updates the positions as follows:

- One full-time Case Manager at \$80,000 (1.0 FTE)
- One half-time Case Manager at \$37,000 (approximately 0.463 FTE)

The overall salary budget remains the same for these positions at \$117,000. The changes would be effective retroactively 5/1/2025.

The contract amount and all other appendices shall remain unchanged.