

**SAN BERNARDINO COUNTY PROBATION DEPARTMENT
JUVENILE JUSTICE COORDINATING COUNCIL**

Probation Administration, 175 West Fifth St., 4th Floor, Room 401 (TEAMS Meeting)

January 25, 2022

CHAIR: Tracy Reece (909) 387-5693

COORDINATOR: Mireya Macias, DDII (909) 387-7425

PRESENT: Ann Marie Pierce, Brittnay Nail, Mark Hubbard, Jeany Zepeda, Don English, Cynthia Wallace-Guerrero, Erica Banks, Julie Francis, Amber Carpenter, Thomas Kamara, Mireya Macias, Kathleen Huaman, Claudia Walker, Julie Peterson, Kimberly Epps, Jennifer Cannady, Diana Lovelace, Emily Franco

Absent: Tracy Reece, Henry Rosas, Dave McClave, Rebecca Irwin, Shannon Dicus, Matthew Erickson, Jane Canu, Cathleen Farrar, Melanie Carrion, Chris Catren, Scott Wyatt, Marisa Miley, Hon. Judge Annmarie Pace

TOPIC	DISCUSSION	ACTION
Welcome & Introductions	Mireya Macias- Meeting called to order at 2:02 pm.	Introductions by attendees.
Review & Approve Minutes	Motion to approve Minutes from JJCC Meetings held on October 26, 2021 and December 14, 2021.	1 st Motion Don English 2 nd Motion Cynthia Wallace-Guerrero
New Proposals	<p>Mireya Macias- We want to provide the opportunity for all agencies to submit new proposals prior to the budget approval. This is an open forum for anyone who is interested in presenting a new proposal which will allow sufficient time to present before the budget is approved. In terms of the previous proposals, MOU's are being drafted. As soon as they are approved by the department they will be submitted to the board for final approval. If there are no questions we can move forward to the next agenda item.</p> <p>Thomas Kamara- We have not started next year's budget just yet. We believe within the next month we will get further instructions from the County Administrative office on preparing the upcoming budget. This is the last opportunity before everything is presented to the CAO's office before the budget is proposed. Unfortunately the deadline for position request has passed, however there is always the first quarter for those request.</p>	<p>New Proposal Open Forum Update on Previous Proposals</p> <p>Upcoming Budget</p>

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Voting on JJCC Bylaws	<p>Mireya Macias- There is a correction on the Bylaws distributed for review. The Bylaws have been sent only for revision/input by the committee. Voting will not take place in today's meeting. Today we would like feedback or any suggested changes on the Bylaws. There is one thing I would like to point out from the Bylaws on the second page, number three (3), it states J, K, and L and it should be J, K, and M. That is the only correction noticed that should be fixed. Any other suggestions or corrections?</p> <p>Jennifer Cannady- Should the juvenile court be a voting member? I don't believe they vote, especially when it is regarding monetary value.</p> <p>Mireya Macias- They have not voted in the past, however I believe they were included in the Welfare and Institution Code. These are the discussions that we should have regarding input. I will verify this information, and if the Juvenile Court is not noted in the Welfare and Institution Code as a voting member, we will update the document. It is anticipated voting will take place in the next meeting. Please submit any other corrections.</p>	Revision of JJCC Bylaws
Financial Report	<p>Thomas Kamara- The quarterly financial report has been updated through the end of December 2021. We are trending at approximately 43 percent of the expenditure on the budget. We are projecting to finish the year at approximately 88 percent. Everything looks the way it should be due to current circumstances. The other 12 percent will go to the fund balance. I will take any questions you may have in regards to the financial report.</p> <p>Julie Peterson- When you stated given the circumstances, what does that signify?</p> <p>Thomas Kamara- A lot of our programs require in person operations. With how activities are being carried out due to the COVID-19 restrictions, a lot of programs are not at its optimum. I am referring to a decrease to in-person activities that we normally would engage in.</p> <p>Jennifer Cannady- Will the reserves ever be included in the Financial Report. I know that it is was previously included before.</p> <p>Thomas Kamara- I do not see a problem to have the reserves included in the Financial Report. This can be made possible. A lot of these request for proposals are using the reserves. The template was inherited and that is why the reserves</p>	Expected Financial Report

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Probation Update	<p>have not been shown on the previous Financial Reports. It is in our interest to not hold a hefty balance in the reserves. Are there any other questions?</p> <p>Mireya Macias- In terms of School Probation Officer Program. We are currently sending out letters to all districts to see who would like to renew their contract. We only have one (1) vacancy in Chino Unified.</p> <p>We submitted the annual expenditure report in October to the BSCC. That report has been printed and will be mailed out to all of the JJCC members.</p> <p>In terms of the proposals for the Dog Therapy and additional SSP's, we are working on the MOU's and once the final is drafted, they will be set as an agenda item and submit it to the Board of Supervisors.</p>	
L.E.T. Update	<p>Ann Marie Pierce- I would like to acknowledge Probation for letting me attend the Racial and Ethnic Disparity Conference. Since the October meeting, I have met with the families of approximately 70 students. This covers all the districts except for Chaffey Joint Unified School District as they do not operate on a SARB Meeting model. However, they do send us direct referrals where we send letters contacting those families. They have sent 790 referrals from the first months of school. The Ontario/Montclair District just resumed SARB's. Many other districts had to reschedule their meetings.</p> <p>Many of the families the DA LET program is working with are dealing with social and emotional issues. They are struggling with re-adjusting to in person learning and new routines. During this time, many of the families have had changes in their living situation or a change of a parents' work schedule, affecting the youth's supervision. The DA LET is trying to engage with the students and connect them to appropriate resources. We have been giving incentives to students that have improved attendance after participating in SARB. We have received 27 nominations from all the districts. We were also able to provide three (3) incentives prior to December due to improvement in attendance and behavior.</p> <p>West End Court is trying to recruit student jurors for incidents that occur on campus. This is an early diversionary program. There was also a Fall workshop held which covered strategies to help families and support students.</p>	<p>L.E.T. update for District Attorney's Office</p>

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	<p data-bbox="352 277 1425 638">Brittnay Nail- The PD LET is trying to provide additional support to families and districts so they could get what they need, starting with the issues that brought them before SARB in the first place. We want to make sure there is an understanding of the real cause of the truancy. We have 43 new clients who have attended a SARB meeting. We have attended five (5) SARB's across the board. We have conducted four (4) Parent Engagement presentations although it has been different due to COVID-19. PD LET has focused on figuring out the families' overall needs. This helps cater to each individual family. We have been assisting with IEP's. We have been dealing with a lot of cyber bullying and school bullying. We have been doing different interventions with school to talk about how this can be prevented or intervened.</p> <p data-bbox="352 678 1425 841">We also have services for students whom are expecting mothers. Additionally we have been helping with school transport issues. We have been able to assist with grad packages. Some of the main services we have been focused on is ESL, Mental Health, COVID Testing/Vaccinations, and Food Banks/Clothing. It has also been opened as an option for students to do Hybrid.</p> <p data-bbox="352 881 1425 1044">I have been hearing from the school districts that as of January 1st, they may cancel SARB meetings for February or removing in person options due to the increase in COVID-19. We are currently working for 2022-2023 parent curriculum for Parent Engagement. Our overall goal is to be able address different factors and issues with families.</p> <p data-bbox="352 1084 1425 1511">There is a success story to share. There is a family we have been working since 2018 who have 5 children. Mom and Dad are currently homeless and the aunt was the current guardian. Their aunt was not very helpful with navigating them through school, they were failing classes and missing school. In the first session, they were provided housing along with additional resources including incentives. This family has bigger issues of toxicity rather than just helping with counseling. Last year they still continued to have issues. The social worker who was working with the family did not give up on them. She tried different avenues of reaching these children. She gave complete support for the two (2) eldest children since they were basically taking that parental role. As of now the eldest daughter has graduated and the second one is five (5) credits shy from graduating. As far as the younger children they are attending school almost every day. One of our best success stories.</p>	<p data-bbox="1451 277 1982 302">L.E.T update for Public Defender's Office</p>

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<p>Roundtable</p>	<p>Two (2) of our social workers did a presentation on what L.E.T Program does and how we assist on serving the families. They were able to network for future partners. We are currently working on an MOU with Yucaipa District who do have the highest rates for truancy. We also have a social worker from L.E.T researching out to other school districts in the county that can use of our services so we can assist as much as possible.</p> <p>Thomas Kamara- In the interest of full disclosure, I want to share the Financial Report with the reserves included in it. If you look at the bottom right hand corner it shows the reserves. What this shows is \$170,000 is the contribution of the reserves. When we built the budget, in order to balance the budget, we proposed to use \$975,922 to balance the budget. Given the trend, we are projecting not only are we going to not use that amount, but we will be adding to the reserves, which will give us approximately \$11,503,000. If we do contribute the \$170,000 to the reserves, we will be at approximately \$11,673,000. Moving forward, we will be presenting the report with this information. There are still corrections and adjustments to be made to this report, so the numbers presented are an estimate. A true account of the reserves will be done closer to the end of the fiscal year. We have been trending around \$12,000,000.</p> <p>Mireya Macias- One of issues associated with reserves is that we have been using reserve money to offset the 25 percent cost of the School Probation Officers that is contributed by the school districts. The Chief would like for us to present this to the meeting so the JJCC can determine if they would like to move forward and waive the 25 percent contribution from the school districts once again, for the next fiscal year. I would like to move to vote on this matter at this time as we have quorum.</p> <p>Julie Peterson- We are talking about using reserves in order to staff school Probation Officers by offsetting the contribution from school districts. How much will that be? What time period are we talking about for the use of reserves? Are the school districts asking for assistance?</p> <p>Thomas Kamara- We typically budget about 750,000 a fiscal year in reimbursements from the schools. This will cover fiscal year July 2022- June 2023.</p> <p>Mireya Macias- In previous years, we have submitted the request considering the amount on reserves. This was a proposal presented to the JJCC members in previous years and has been approved. If we would like to table this matter for the</p>	

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Public Comments	<p>next meeting, we can do so.</p> <p>Cynthia Wallace-Guerrero- I would like to see these numbers in a physical format so we can all be aware of how much each district is receiving as well as clarifying why and if changes should be done.</p> <p>Mireya Macias- Is there a motion to table this topic for the following meeting?</p> <p>Kimberly Epps- We have previously talked about the Family First Prevention Services Act that changes how we do out of home placement within guidelines and requirements. As part of that process, there is a federal requirement that each state participate in the Title IV E Federal Prevention Services Act Clearinghouse. This is basically a clearinghouse that has a menu of intervention and prevention programs that you can draw from and use in congregate care, short term residential treatment program, or what will come from these services. We have to draw from this list. There is a mechanism to add programs to this list. I understand there may be an additional request, which is why I want to put this on everyone's radar for any recommendations we would have. I will send Ms. Franco the link for everyone's reference.</p> <p>Mireya Macias- indicated all meetings of the JJCC are subject to the Brown Act. The meeting notice and agenda was posted publicly.</p> <p>There were no public comments at the meeting.</p>	<p>1st Motion- Julie Peterson 2nd Motion- Cynthia Wallace-Guerrero</p>
Next Meeting	<p>Meeting Adjourned at 3:18 PM. Next meeting is scheduled for April 26, 2022.</p>	