

**SAN BERNARDINO COUNTY PROBATION DEPARTMENT  
 JUVENILE JUSTICE COORDINATING COUNCIL  
 Probation Administration, 175 West Fifth St., 4<sup>th</sup> Floor, Room 401  
 October 24, 2017**

**CHAIR: Chief Michelle Scray Brown (909) 387-5693**

**COORDINATOR: Teneka Hayes, DDII (909) 387-5918**

**PRESENT:** Chief Michelle Scray Brown, Teneka Hayes, Honorable Judge Pace, Rasheed Alexander, Randy Elphic, Don Pezza, Earl Smith, Cheryl St. Louis, Gary Roth, Christopher Gardner, Claudia Walker, Scott Wyatt, Matthew Yost, Liz Villa, Madelyn Viviano  
**Absent:** Sheriff John McMahon, Ted Alexandre, Geoffrey Canty, Jane Canu, Allison Cunningham, Meaghan Ellis, Phyllis Morris, Agnes Murray, Mike Ramos, Daniel Silverman.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Welcome &amp; Introductions</b>	Meeting called to order at 2:11 pm.  Chief Brown opened the meeting.	
<b>Review &amp; Approval of Minutes</b>	A motion to approve the meeting minutes from July 25, 2017. Motions: 1st motion-Earl Smith, 2nd motion- Scott Wyatt. Minutes approved with one correction.	
<b>Financial Report</b>	Ms. St. Louis- (Handout given to committee) reported a review of operating costs and expected revenue. At this time 24-25% of budget has been used. Still working on accruals, many expenses have not hit yet, they are here, but due to the new SAP system, we cannot see them on our side (as of yet). They are in the pending column. Last year we did not go into the reserves.	
<b>Budget</b>	Chief Brown- We ended the fiscal year with a balance of 7.5 million, adding growth fund money, our current balance is 9.8 million. This is considered "one time money" and we cannot hire positions with these funds but can contract with outside service providers. We would like to add additional services at schools and the DA has expressed interest in expanding the L.E.T. Program. It has to stay within the plan, meaning it has to counter truancy, be part of L.E.T. be part of the Day Reporting Centers, House Arrest or part of school Probation Officers. There may be other things we can add, but would like to do this incrementally to see how it works. A proposal can be written up to spend the money over a 3 year period in the form of a contract but if the funds are not spent in one year, it runs out. Due to the RFT process we should start with a half a million, then one million for each additional year.	Per Ms. St. Louis- It will not be done until January, which is half a year. DRC's are February to February, we can see if the board will allow us to follow this timeline.

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<p><b>L.E.T. Update - Expansion Proposal</b></p>	<p>Chief Brown requests ideas from the committee;                      Christopher Gardner- The District Attorney would like to be involved, together with schools and the Public Defender, we could reach out to school districts that do not have a L.E.T. Program. Start a L.E.T. Program or expand on what is in place.</p> <p>Earl Smith- In our schools, state wide, truancy is still a major issue, but they are dealing with chronic absenteeism as well. The worst cases will end up in court, the rest will be set up for prevention. Infusing this will show the need.</p> <p>Chief Brown- What services can we contract for, to address this issue? Also if there are schools without the L.E.T. program, if there is a school Probation Officer at certain districts or campuses, we can do the contracts under that as well.</p> <p>Gary Roth- The District Attorney is interested in ramping up our L.E.T. Program. We need more active involvement on campus and more involvement with mentoring the kids before they become chronically absent and it gets to the truancy level. Reaching more kids in more schools and being more hands on before they even get to the SARB Hearing. Our office is looking at it in terms of crime prevention.</p> <p>Chief Brown- Are there mentors or intervention programs?</p> <p>Earl Smith- In Riverside we presented this at our Gangs and Drugs Summit. He would like to see if he could bring in the presenter in January to demonstrate some of the things they do. This includes going into schools with a DA, and speaking to 4th and 5th graders. A DA for the Program would be paid for through the contract.</p> <p>Chief Brown- We are unable to pay for a county employee per the contract. Consider contracting with a retired employee if HR approves.</p> <p>Chief Brown- Motion to conceptually agree this is something we want to do and come back with a proposal and ideas on how to expand L.E.T.                      1st Don Pezza, 2nd Earl Smith. Motion passed.</p>	<p>Gary Roth will look into how we can accomplish this with the DA and Public Health.</p> <p>Earl Smith try to arrange presenter to attend meeting in January.</p>

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<b>Ethics Training (AB1234)</b>	Ms. Hayes- Ethics Training is a requirement through AB1234. Everyone that sits on this committee, all voting members, must complete the training bi-annually.	Committee members complete bi-annual training and forward certificate to Maddie Viviano.
<b>School Probation Officer Program</b>	No update.	
<b>Resource Fair</b>	Ms. Hayes- Flyer handed out for Resource Fair to be held at the Youth Justice Center this Thursday, October 26th from 10:00-3:00. The event is put on by the Probation Correction Officers assigned at the DRC's. Probations Officers attend and learn about providers and resources available to provide to our youth. JJCC Committee is welcome to stop by.	No action
<b>L.E.T. Update</b>	<p>Don Pezza- We are well into the school year, busy doing SARB's and taking care of business at the school level.</p> <p>Christopher Gardner- We have positions to fill but we are doing all we can with what we have. We are currently reassigning Public Defender Social Workers from other areas and moving them to SARB spots. We are starting to bill and that is a process in itself.</p>	

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<b>Roundtable</b>	<p>Chief Brown- Advising members of the Gateway Haunted House that runs until Halloween.</p> <p>Randy Elphic- Recently the state did a safety audit and found there are things we need to improve. We are reworking our safety and student handbooks. Our Risk Management will be reaching out to either city police or Sheriff; we need a voice at the table. The state is really looking at safety plans.</p> <p>Earl Smith- A focus program is being started by Apple Valley Sheriff, Apple Valley Unified School District and County Schools, similar to Stanislaw County. If officers go into a home where a student may be traumatized, they let the school district know. This is a pilot program in Apple Valley only, hopefully it will go County wide. I think Probation may want to be part of it.</p> <p>Gary Roth- We re-organized our whole crime prevention intervention unit and formed a special unit within the DA's office. Not your traditional DA's roll, but to prevent crime from happening and getting more involved with our youth early on and be a more active part of that process.</p> <p>Christopher Gardner- Offered the Public Defenders MAP Program as assistance to Mr. Wyatt.</p> <p>Behavioral Health: Nothing to add.</p> <p>Sheriff: Nothing to add.</p>	<p>Earl Smith- send an invite to Probation for pilot program.</p>
<b>Public Comments</b>	None	
<b>Next Meeting</b>	Meeting Adjourned at 2:37 pm. The next meeting is scheduled for January 23, 2018, at 2:00 pm in Room 401.	