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**SAN BERNARDINO COUNTY PROBATION DEPARTMENT
JUVENILE JUSTICE COORDINATING COUNCIL**
Probation Administration, 175 West Fifth St., 4th Floor, Room 401
April 24, 2018

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

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

PRESENT: Chief Michelle Scray Brown, Edward Barry, Teneka Hayes, Honorable Judge Pace, Jennifer Cannady, Amber Carpenter, Allison Cunningham, Jill Gregory, Cheryl St. Louis, Gary Roth, Thomas Sone, Claudia Walker, Scott Wyatt, Matthew Yost, Madelyn Viviano

Absent: Sheriff John McMahon, Jane Canu, Randy Elphic, Christopher Gardner, Mike Ramos, Daniel Silverman, Agnus Murray, Don Pezza,

TOPIC	DISCUSSION	ACTION
Welcome & Introductions	Meeting called to order at 2:08 pm. Chief Brown opened the meeting.	
Review & Approval of Minutes	A motion to approve the meeting minutes from January 23, 2018. Motions: 1st motion- Allison Cunningham. 2nd motion- Judge Annemarie Pace. Minutes approved by the committee.	
Financial Report	Ms. St. Louis- (Handout given to committee) We are at about 78% spent. We are doing well and moving at a steady pace. Chief Brown- Proposed budget for 2018/2019 fiscal year, handout given to committee. Total budget is 9.2 million. With ongoing money added to our revenue from school districts, there is about 6.5 million. 2.7 million coming from reserves. We can work with this for one to two years at an overage of 2.7 million, until our reserves are spent. We are definitely in good shape for 2018/2019 and probably for 2019/2020. After that we will need to find an alternative source of funding. Chief Brown- Motion to approve budget: 1 st motion Jennifer Cannady, 2 nd Gary Roth. Budget was approved by committee.	
Counseling Update	Ms. Hayes- One Counseling Provider, Merrell Family Counseling, opted to discontinue their contract. We currently have 28 Counseling Providers available to provide services. Eight DRC Service Providers have agreed to extend their contracts for another year.	
School Probation Officers	Ms. Hayes- April 30 th is the date for School Districts to have their signed contracts back to us. At this time 7 of the 13 have returned their contract. All 13 have advised	

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Staff Updates	<p>us they will be renewing. Three school districts wanted to add additional officers to their campus, unfortunately due to budget issues, we are unable to accommodate their requests.</p> <p>Chief Brown- When we start our budget meetings for next year, we may look at increasing what we currently charge the school districts for the services of our Probation Officers. We will also look into the possibility of being able to accommodate their request for additional services next year.</p> <p>Ms. Hayes- We some have additional staff changes due to some officers that are transferring out. However, it will not impact services to any sites. We plan to relocate Probation Officers from schools that are not having summer school to our DRC's to provide services. Our Youth Justice Center will be having a Summer Day Camp Program from June 11th through June 28th, Monday-Thursday, 8:30-1:00. There will be a field trip and a variety of activities. High Desert and West End are putting their Summer Day Camp Programs together. I have no details at this time, but they will all be similar.</p> <p>Chief Brown- How will the referrals for Day Camp be processed?</p> <p>Ms. Hayes- Our PCO's assigned to the Day Reporting Centers are passing the information to the Probation Officers and we are depending on them referring the kids to the Program.</p> <p>Chief Brown- Please send it out to the JJCC group.</p> <p>Ms. Hayes- Staffing updates: Due to a retirement, we still have one vacant Supervising Probation Officer position open at this time.</p>	<p>Ms. Hayes will get the information to the JJCC Committee.</p>
L.E.T. Update	<p>Jill Gregory- We have selected our seven attorneys for the Program. We divided up 33 districts, however The County Superintendent of Schools has roughly 5600 students who are not included in any district, and are assigned to the County Schools Office. They are typically continuation school students. We decided to treat the County Schools Office as a 34th district for truancy purposes. We then divided the 34 districts into seven divisions, with 50,000 – 70,000 students per district, for each assigned attorney. We are working on a new training manual, and setting up training programs for the summer. We are also preparing publications and</p>	

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	<p>notifications regarding new capabilities. Some training has already begun.</p> <p>Chief Brown- Do we have trainings scheduled with our staff or any of the other partners?</p> <p>Ms. Gregory- We have nothing on the calendar as of yet. We are in the process of discussions and need to nail down dates.</p> <p>Chief Brown- Is there anyone from Public Defender you would like to include at these meetings?</p> <p>Jennie Cannady- Rebecca Irwin</p> <p>Chief Brown- I would like to know which districts have an excessive issue with truancy and how we can coordinate resources to target those areas.</p> <p>Ms. Gregory- We looked at the percentages of truant students when we were calculating this. We have assigned some attorney's two districts and some five or six, depending. We are prepared to shift, if it is not optimum. We will be constantly re-evaluating.</p> <p>Chief Brown- Can you tell me the top 3 Districts for truanancies?</p>	<p>Rebecca Irwin will be included. Ms. Gregory will cc Ms. Irwin with all meeting info.</p> <p>Mr. Roth will forward raw truancy numbers to Ms. Hayes to be forwarded to the Committee.</p>
Roundtable	<p>Dr. Wyatt- How are School Districts being contacted for training and information?</p> <p>Ms. Gregory- Every District has a current SARB attorney that is reaching out to their contacts to let them know there is a new attorney and that we also have more resources. We are also preparing publications that will be sent out at the end and beginning of the school year.</p>	
Roundtable (Cont.)	<p>Chief Brown announces and introduces Mr. Ed Barry as the newly promoted Deputy Chief over the JJCC.</p> <p>Allison Cunningham- We have a new Assistant Director, Michael Knight, we are excited to have him join our team.</p>	

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	<p>Dr. Wyatt- I'm excited about L.E.T. coming back. Truancy and absenteeism are indicators for every School District. With the new color design system that is part of the California Dashboard, schools will stand out with either positive or negative indicators. The program will definitely assist schools.</p> <p>Chief Brown- Which colors are best? Specifically what do the colors mean?</p> <p>Dr. Wyatt- We want to be in the blue-green area, red would be worst.</p> <p>Chief Brown- Are we doing baseline data for comparison?</p> <p>Ms. Gregory- We have stats, and we are looking at how we can improve upon those with more time and more attorneys. We will be able to compare year to year statistically.</p>	
Public Comments	None	
Next Meeting	Meeting Adjourned at 2:36 pm. Next meeting scheduled for July 24, 2018, @ 2:00 pm in Room 401.	