

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

**Probation Administration, 175 West Fifth St., 4<sup>th</sup> Floor, Room 401 (Phone Conference with some members present)  
July 28, 2020**

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

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

**PRESENT: Jennifer Cannady, Chris Catren, Deb Donnelly, Don English, Kim Epps, Rebecca Irwin, Thomas Kamara, David McClave, Mireya Macias, Julie Peterson, Matthew Erickson, Marisa Miley, Melissa Rodriguez, Henry Rosas, Michelle Scray-Brown, Madelyn Viviano, Claudia Walker, Cynthia Wallace-Guerrero, Scott Wyatt, Jeany Zepeda.**

**Absent: Robert Brown, Amber Carpenter, Melanie Carrion, Joe Gaetano, Mark Hubbard, John McMahon, Brittany Nail, Honorable Annemarie Pace, Ana Marie Pierce, Pierre Myrlene, Don Pezza, Tracy Reece.**

| TOPIC                                      | DISCUSSION  | ACTION   |
|--|---|--|
| <b>Welcome &amp; Introductions</b>         | Ms. Macias- Meeting called to order at 2:02 pm.   |  |
| <b>Review &amp; Approval of Minutes</b>    | Motion to approve meeting minutes from January 28, 2020.  | 1st Cynthia Wallace-Guerrero,<br>2nd Scott Wyatt.<br>Minutes approved. |
| <b>JJCPA Audit Report for FY 2017-2018</b> | <p>Ms. Macias- The JJCC recently audited 5 counties. San Bernardino was not included in the audit. Several issues during the audit were as follows:</p> <ul style="list-style-type: none"> <li>• Some counties did not have a full JJCC Counsel and one of the five did not have a JJCC Counsel at all. Based on today’s attendance and representation, the SBJJCC has officially become a full counsel.</li> <li>• Annual Plans: <ul style="list-style-type: none"> <li>○ Some were not updated</li> <li>○ Critical information was excluded, such as how “at risk youth” were defined.</li> <li>○ Program funded through JJCPA per the annual plan did not include measures and outcomes, therefore they could not determine if they were effective.</li> </ul> </li> <li>• Annual Funding: They found that there was a need to stabilized allotted funding in an effort to allow the counties to budget more efficiently.</li> <li>• They identified that in the roles and responsibilities of the BSCC, there was a need to increase oversight regarding how counties utilize funds.</li> </ul> <p>It was noted on the agenda to discuss a proposed amendment to AB1007 as it would affect JJCC and its annual plan, however, the amendment was pulled from being reviewed.</p> |  |

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| TOPIC                   | DISCUSSION   | ACTION |
|-------------------------|--|--------|
| <b>L.E.T. Update</b>    | <p>District Attorney's Office/Ms. Peterson indicated they absorbed the expanded L.E.T. attorneys' at the end of the contract and did not have to lay off any staff.</p> <p>Ms. Rodriguez- Introduced Henry Rosas who would provide an update regarding schools.</p> <p>Mr. Rosas- Indicated his is assigned to the Central District. San Bernardino will continue to run SARB and START programs. It has not been determined if the programs will be completely virtual or if they plan to include some traditional SARB's. They will be focusing on students checking in virtually and adapting to the new system. All the districts are trying to create a way to achieve SARB's virtually as they have no space to social distance.</p> |        |
| <b>School Contracts</b> | <p>Public Defender's Office/Ms. Irwin- Fontana and Victorville is setting up the same virtual methods for SARB's and will continue to provide educational opportunities on-line.</p> <p>Ms. Macias reported out:</p> <ul style="list-style-type: none"><li>• 11 contacts were approved for School Probation Officers with different school districts.</li><li>• San Bernardino City USD is still pending approval.</li><li>• Rialto did not renew their contract.</li><li>• Bear Valley School District entered into a new contract.</li><li>• San Bernardino City USD reduced their School PO's by one. For the current school year, they will have two PO's assigned to their district.</li></ul>  |        |
| <b>Staff Updates</b>    | <p>Ms. Macias- There are 26 School Probation Officers assigned to 12 School Districts. There has been discussions about Probation Officers using the school district's virtual platform to continue to provide classes and programming, such as petty theft, truancy, Boy's Counsel and Girls Circle. This will allow Probation officers to reach out to youth within their districts. There is also an attempt to have some face to face classes, using social distancing on campuses. School Probation Officers will be conducting home visits and assist in providing virtual learning programs at the Day Reporting Center.</p>  |        |
| <b>Financial Report</b> | <p>Mr. Kamara- Reviewed the 4<sup>th</sup> quarter budget report, dated July 1, 2019 through June 30, 2020. Total expenditure was 8.7 million of a 9.7 million total budget. The budget was underspent by about one million of projected expenditures. Revenues were budgeted at 9.5 million, coming in slightly higher with interest. 1.4 million was expected to go to reserves with a projected year-end balance of 13.5 million.</p>   |        |

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| <b>Action Items:</b> | <p>Ms. Macias- Proposed three action items regarding the use of reserve funds:</p> <ul style="list-style-type: none"> <li>• School Contracts: The School Districts each pay a percentage of the Probation Officers salaries. It was proposed not to bill the school districts for their portion for the next fiscal year.<br/>Mr. Kamara added if approved, the projected \$725,000 would be used from reserve monies which is projected to be 13.5 million.</li> <li>• Expansion of Services: Increase services as outlined in the annual plan submitted for 2020-2021 fiscal year. Such services included extending services to the population between the ages of 18 and 23 for transitional programing. In previous years, services were limited to youth under the age of 18.</li> </ul> <p>Ms. Epps added this would provide full assistance with re-entry services and any type of interventions or preventions with that targeted age group. Anything to support their re-entry or any type of rehabilitative services. There were specific amendments to the AB1913 plan that must be included in the vote on the expansion of services.<br/>Amendments were noted as follows:</p> <ul style="list-style-type: none"> <li>➤ Community service component</li> <li>➤ Community engagement component</li> <li>➤ Restorative justice component</li> <li>➤ Specific language was added for gender specific youth questioning and services</li> <li>➤ Student and parent engagement in the education sector</li> </ul> <p>Break taken and the annual plan was distributed via email along with the budget/financial report to the JJCC Committee for their review.</p> <p>Motion was taken to approve the Budget for FY 20/21.</p> <p>Motion was taken to approve the three actions stated above for use of reserve funds.</p> | <p>Motion to approve districts not being billed for one school year: 1<sup>st</sup> Chris Catren, 2<sup>nd</sup> Cindy Wallace Guerrero.<br/>Matthew Erickson Abstained<br/>Approved.</p> <p>Motion to approve expansion of services:<br/>Chris Catren: 1<sup>st</sup> Deb Donnelly, 2<sup>nd</sup> Cindy Wallace Guerrero.<br/>Approved.</p> <p>Motion to approve amendments to annual plan: Chris Catren 1<sup>st</sup>, 2<sup>nd</sup> Matthew Erickson<br/>Approved.</p> <p>Motion to approve budget for FY 20/21:<br/>1<sup>st</sup> Chis Catren, 2<sup>nd</sup> Matthew Erickson. None were opposed.<br/>Budget Approved.</p> |

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|------------------------|--|--------|
| <b>Roundtable</b>      | None   |        |
| <b>Public Comments</b> | None   |        |
| <b>Next Meeting</b>    | Meeting Adjourned at 3:10 pm. The next meeting was scheduled for October 27, 2020, however it had to be canceled for unforeseen circumstances. We will continue with our next scheduled meeting on January 26, 2021. |        |