

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

**Probation Administration, 175 West Fifth St., 4<sup>th</sup> Floor, Room 401 (TEAMS Meeting)**

**April 26, 2022**

**CHAIR: Tracy Reece (909) 387-5693**

**COORDINATOR: Kathleen Huaman, DDII (909) 387-7425**

**PRESENT: Kimberly Epps, Kathleen Huaman, Scott Wyatt, Chris Catren, Thomas Kamara, Claudia Walker, Amber Carpenter, Julie Peterson, Brittany Nail, Jennifer Cannady, Robert O'Brien, Jeany Zepeda, Chris Deveau, Julie Francis, Robert Saldana**

**Absent: Shannon Dicus, Don English, Rebecca Irwin, Marisa Miley, Myrlene Pierre, Tracy Reece, Cynthia Wallace-Guerrero, Ann Marie Pierce, Daniel Edber, Melanie Carrion, Lynn Poncin**

| Agenda Items  | DISCUSSION  | ACTION  |
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| <b>I. Welcome &amp; Introductions</b>               | DDII Kathleen Huaman - Meeting called to order at 2:03 pm.  | Introductions by attendees.   |
| <b>II. Review &amp; Approve Minutes</b>             | <p>Last time we met on 3/23, the 1/25 minutes were mistakenly submitted for approval prior to the minutes being typed.<br/>           Motion to approve the minutes from the JJCC meeting held on January 25, 2022. It has been moved and seconded that the minutes are approved.</p> <p>Motion to approve the minutes from JJCC meeting held on March 23, 2022.<br/>           Changes to page 4: There were 3 names indicating who was voting. Change to DCPO Epps' name only as she was the highest ranking voting member present for Probation.<br/>           Page 3: We did not have a quorum to vote on the School Probation Officer Fee item, Scott Wyatt had to abstain.<br/>           It has been moved and seconded that 3/23 minutes are approved as revised.</p>  | <p>1<sup>st</sup> Motion – Chief Catren<br/>           2<sup>nd</sup> Motion- Julie Peterson</p> <p>1<sup>st</sup> Motion – Chief Catren<br/>           2<sup>nd</sup> Motion- J Zepeda</p> |
| <b>III. Review and Approve School PO Fee Waiver</b> | <p>At the last 3/23 meeting, we had no quorum due to nonattendance of voting members, therefore, at this time we will discuss what was asked at the 1/25 meeting when we tabled the matter. Members had asked what school PO positions we currently had. Currently we have 1 PO in Needles, 1 Morongo, 1 Rialto, 1 Colton, 3 SB City Unified, 2 Chino, 6 SB County Schools, 2 Upland, 4 Victorville Unified School District, 3 Adelanto, 2 Apple Valley, 1 Bear Valley and 1 Chaffey.<br/>           The question was also asked: How much money will be taken out of our budget? The fee for each individual School PO will be \$32,172.<br/>           We are also adding 2 new PO positions: 1 to Rancho Middle School and 1 to Victor Valley Union School District for a total of 29.5 PO positions with Needles not fully dedicated to schools. The total revenue to be approximately 1 million.</p> | Expected Budget   |

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|              | <p>Kimberly Epps: I would like to re-state what I said in our last meeting: The school POs are identified in the state plan filed for JJCC. Every year a plan goes to the State, this JJCC committee approves the plan. At the meeting before last it was said that Probation wants to change their program, therefore there should be a request proposal. However, the School PO Program is under the oversight of Probation. program. However, the JJCC approved the School PO Program which is a JJCC approved program in our state plan. The question for us is should we bill the schools to pay for their 25% for the School POs? The decision, beginning more than 2 years ago, had been that there was so much money in reserves the committee voted to forgo billing the schools and to use money from reserves to bring down the amount of money in reserves. This is why the question is now on the agenda.</p> <p>Julie Peterson: Are all schools that currently have POs fully funded by funds administered by JJCC? And are we meeting the needs of all the schools; if they ask have we given one and not asked for reimbursement?</p> <p>Kathleen Huaman: Yes. The School PO's are fully funded through JJCC. These 2 new requests happened when they found out this program was available to them, they contacted me, Admin discussed and decided to give another position to Victor Valley School District and 1 position to Rancho Middle School. All is in place already and the JJCC will fund.</p> <p>Thomas Kamara: The positions are funded up front through AB1913 as voted by JJCC. The schools are contracted to provide their share to reimburse the county. The past 2 years, as a result of the pandemic initially, we waived the reimbursement from the schools because they were not providing the services on an ongoing basis. This was to be the first year we returned to requesting reimbursement from the schools, this is pending and yet to be had. The JJCC is to decide.</p> <p>Kimberly Epps: Some schools are long term participants in the School PO program. For the 2 schools that recently asked, we just happened to have 2 juvenile positions available. We also have 2 positions allocated to Chino Unified School District with a vacancy that we will fill in the new school year.</p> <p>When schools request POs, there is no guarantee that we have staff available to accommodate the requests. We will make every effort to try to fill the request, however, we have to accommodate other existing programs we have internally. For this reason, there will be no additional School PO positions considered in FY22/23.</p> |        |

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| <p><b>IV. Review &amp; Approve FY 2022 JJCC Annual Plan</b></p> <p><b>V. Voting on JJCC Bylaws</b></p> <p><b>VI. Review &amp; approve JJCC Pamphlet</b></p> <p><b>VII. New Proposals</b></p> <p><b>VIII. Financial Report</b></p> | <p>Thomas Kamara: This is in regards to filled positions. The difficulty is in filling positions with available PO's.</p> <p>Julie Peterson: Some of our remote areas could use POs at their schools, if we could push more for those schools' families living remotely and not able to get to services, it would benefit them.</p> <p>Scott Wyatt thanked JJCC for the School POs at his county schools and stated that we should give schools a year in advance notice if we will be billing them.</p> <p>Kamara: the vote is only for the 2022-23 fiscal year. The fund has a significant amount of balance reserve for one (1) time use, which will offset the costs.</p> <p>Huaman: There were no objections to the motion to approve the waiver of the school fee.<br/>Motion to vote to continue waiving the School PO fee.<br/>Approved the waiver of the School PO fee.</p> <p>Huaman: Motion to vote on the State Annual Plan.<br/>Roll call of the voting members: Cannady, Carpenter, Catren, Hovis, O'Brien, Saldana, Peterson, Zepeda-CFS, Wyatt-County Schools, are all in favor.<br/>Based on the votes, the State Annual Plan are approved and adopted.</p> <p>Huaman: Motion to vote on the Bylaws.<br/>Roll call of the voting members: Cannady, Carpenter, Catren, Hovis, O'Brien, Saldana, Peterson, Zepeda-CFS, Wyatt-County Schools, all are in favor.<br/>Based on the votes, the JJCC Bylaws are approved and adopted.</p> <p>Huaman: Motion to APPROVE the JJCC pamphlet.<br/>So moved and seconded to approve and adopt the JJCC pamphlet.<br/>Without objection, the JJCC pamphlet was approved and adopted.</p> <p>No new proposals.</p> <p>Kamara: We emailed the 3rd quarter financial report through 3/31/22. It shows that we project utilizing 85% of the approved budget and the projections are close to what we budgeted. There is a slight delay in the actual allocations from the state,</p> | <p>1<sup>st</sup> Motion - Julie Peterson<br/>2<sup>nd</sup> Motion – Amber Carpenter</p> <p>1<sup>st</sup> Motion – Chief Catren<br/>2<sup>nd</sup> Motion- J Zepeda</p> <p>1<sup>st</sup> Motion – ACPO Francis<br/>2<sup>nd</sup> Motion - Wyatt</p> <p>1<sup>st</sup> Motion – Wyatt<br/>2<sup>nd</sup> Motion – Chief Catren</p> |

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| <p><b>IX. Probation Updates</b></p> | <p>we anticipate those should come through, we are investigating why we have not received quarterly payment.<br/>                     This year the budget was submitted for 2022-23 which includes use of reserves, and currently is roughly 15 million but projected to be 16 million, as we don't anticipate utilizing all of the budget.<br/>                     When Huaman referred to new proposals, JJCC opened up to new project ideas within the annual plan to be incorporated into 22-23 budget as part of the 1<sup>st</sup> quarter adjustment, if the committee votes on it.<br/>                     So far all the proposals that we voted on prior to the budget were included in the budget for 22-23. This current fiscal year the financial report is as we have seen it, we anticipate contributing an additional million dollars to the fund amount.</p> <p>Kimberly Epps: We look forward to the coming year. For summer programs, the language is catch-all, which allows for different collaborations and opportunities for people to come to the board seeking support for their summer programs.<br/>                     We continue to work with our youthful offender population. Our Arise Program is up and running and they assumed the field services for our youthful offenders. We were able to use some funds for counseling services, particularly this year and the year prior to perform specialized services for youthful offenders.<br/>                     We are working closely with some schools to offer free tutoring services.<br/>                     There is an RFP that recently went out for improving/enhancing the counseling services and calling for new vendors.<br/>                     We are still at work on the Innovative Strategies RFP, for those that may not have an evidence based program but allowing them to work in their program and set up measures so that we can see the outcomes. Pilot term is 9 months, if they are going well we have the option to continue it.</p> |        |
| <p><b>X. LET Updates</b></p>        | <p>Brittany Nail: Last January we spoke about an MOU we were trying to get for Yucaipa County, we officially have that MOU now.<br/>                     We have Yucaipa, Colton, Fontana and Snow Line Unified School Districts. We are currently looking for other school districts that we can further assist with the LET program.<br/>                     The last 3 months we had 55 new cases between the school districts and working with the 55 families along with attending 14 School Attendance Review Boards.</p> <p>Parent engagement new curriculum for 22/23 school years: We are looking at curriculum that is strength based, to help parents focus on individual talents and strengths of their children, helping with coping mechanisms, guiding with</p>   |        |

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| <p><b>Roundtable</b></p>      | <p>appropriate discipline, reading benefits, negative and positive impacts of electronics, how to talk to children about peer influence, expanded our parent engagement to Randall Pepper Elementary and AB Miller High School in Fontana, and Calimesa Joint Unified School District. DRC has started again. Brittany shared a success story at Yucaipa/Calimesa Joint Unified School District.</p> <p>Julie Petersen: Referrals to school counselors and mental health experts regarding anxiety and depression, these big issues pose challenges in rural areas, getting to school and to services.</p> <p>Incentive cards are very valuable. Marie met with 174 families of students and saw a lot of positive changes. Shared success stories. We are considering giving gas cards to assist families in getting students to school, and requested and welcomed any suggestions.</p> <p>Kimberly Epps asked Jennifer Cannady about changing the name on the roster with Dave’s replacement. We are waiting to conclude the proposal for a therapy dog.</p> <p>Julie Cannady: Daniel Edber has replaced Dave McClave.</p> <p>Kimberly Epps: The upcoming Parent Youth Conference regarding student isolation with school closures/virtual learning: We are working on it, to be held on 6/25. We also had an African American History month event with UC Riverside, 45 young men attended, and afterwards they asked for continuation of services.</p> <p>There will be a youth track focus on males, as well as a parent track, and in Oct. for females. The event will be at Summit Church, where we will be targeting 110 youth. Topic suggestions are welcomed.</p> |        |
| <p><b>Public Comments</b></p> | <p>There were no public comments.</p>  |        |
| <p><b>Next Meeting</b></p>    | <p>Meeting Adjourned at 2:53 pm. Next meeting is scheduled for July 26, 2022</p>   |        |