



# The Juvenile Justice and Delinquency Prevention Commission of San Bernardino County

## Minutes for June 8, 2022

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| <p><b>Commissioners</b><br/>         Dr. Aaron Miller, Chairperson<br/>         Joyce Frevert, First Vice Chairperson<br/>         Dr. Frances Coles, Second Vice Chairperson<br/>         Earl Smith, Secretary<br/>         Edward Brantley – Absent<br/>         Chanda Kellogg<br/>         Diana Martin - Absent<br/>         Dwaine Radden Sr.<br/>         Chelsea Ramirez</p> | <p><b>Courts</b><br/>         Honorable Lynn Poncin,<br/>         Juvenile Presiding Court Judge<br/>         - Absent</p> | <p><b>Probation</b><br/>         Tracy Reece, Chief<br/>         Probation Officer (CPO)<br/>         Julie Francis, Assistant<br/>         Chief Probation Officer<br/>         (ACPO)<br/>         Kimberly Epps, Deputy<br/>         Chief Probation Officer<br/>         (DCPO)<br/>         Erica Ramirez, Probation<br/>         Officer III (POIII), JJDP<br/>         Coordinator</p> <p style="text-align: right; margin-top: 20px;">Minutes by:<br/>         Mary Cardenas, Secretary II</p> |
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**Opening of the Meeting:**

Commissioner Aaron Miller called the County of San Bernardino Juvenile Justice and Delinquency Prevention Commission (JJDP) meeting to order at 3:35p.m.

**Flag Salute**

Commissioner Aaron Miller led the Commission in the Pledge of Allegiance.

**Roll Call**

Chairman Earl Smith conducted roll call.

**Excused:** Honorable Lynn Poncin, Presiding Juvenile Court Judge and Catherine Meister, Commissioner

**Absent:** Commissioners Diana Martin and Edward Brantley

**Present:** CPO Tracy Reece, ACPO Julie (Hovis) Francis, DCPO Kimberly Epps, JJDP Coordinator Erica Ramirez, and Commissioners: Aaron Miller, (Chairperson), Joyce Frevert, (First Vice Chairperson), Dr. Frances Coles, (Second Vice Chairperson) Chanda Kellogg, Dwaine Radden, Earl Smith, and Chelsea Ramirez.

**Guest(s):** None

**Approval of Minutes**

Minutes for May 11, 2022 are tabled for approval.

**Swearing In**

None

**Judge's Remarks** – Absent

**Chief's Remarks**

Chief Reece thanked the commissioners and stated that JJDPDC is very important to her and provided an update on the Arise program. ACPO Hovis-Francis has been working on the Arise program, because the state Department of Juvenile Justice (DJJ) responsibilities have been passed down to the counties. For the past year, the department has been working bringing our DJJ youth back to the county San Bernardino County Probation was recently recognized by the state as a model program for counties to look to when developing their programs. CPO Reece reminded the group she is available if anyone has questions.

**Chief's Remarks Continued:**

DCPO Epps on behalf of CPO Reece attends the Gangs and Drugs Tasks Force (GDTF) Executive Steering Committee meeting. She provided the GDTF with an overview of the department's School Probation Officer Program. The program has 29.5 Probation Officer (1 committed half time to Needles School District) serving 13 school districts. School districts pay 25% of the cost for a Probation Officer, and the Probation department covers the additional 75% of costs. The contract is renewed every year.

- Juvenile Justice Coordinating Council oversees AB1913 programs, and they vote on costs, therefore, Probation is covering the costs.
- Juvenile Services will be conducting a brief overview of programs available for next Juvenile Judge's Meeting, and the same presentation will be made to the JJDPDC.
- ACPO Hovis-Francis: 7 youth from Arise will be graduating from high school and will be attending college. Over half of the population will be in secondary college education.

**Coordinator's Remarks**

**Inspections update:** She sent an email to Ms. Peerson at the Board of State and Community Corrections (BSCC). She is working on obtaining a list.

- Inspections must be completed and submitted by December 31, 2022.
- POIII Ramirez will follow up on the inspection list.

Although Probation is not required to complete all facilities inspections, CPO Reece wants all JJDPDC inspections completed.

**Recruitment Video:** The current JJDPDC video will need to be updated POIII Ramirez will follow up with her supervisor to schedule the Commission for recording.

**T-Shirts:** Commissioners can see POIII Ramirez to receive their new Commission shirts.

**New Applicant:** POIII Ramirez is working on the Commissioner Application process and the JJDPDC award ceremony in October.

**Contact List:** POIII Ramirez inquired about accurate information requested via email with whom? She will update the Commission when she has information.

**Commissioner Candidate:** Caroline Forbes will be attending the August meeting to introduce herself to the committee.

- Dr. Aaron Miller still encourages the committee to recruit Commission candidates.

**Chairperson's Remarks****Chairperson Earl Smith**

We have commissioners with expired terms.

- We will need to update their status and information.

**Unfinished Business:**

Orange County Virtual Learning Inquiry: Are detention staff monitoring youth's school work in the facility and how is school work being monitored? PCSI Delaney provided the information.

- DCPO Epps would like the email response to be sent out to the commission.

**Training Videos:** Commissioner Miller requested Commissioner Kellogg send any training webinars to him, and he will send to POIII Ramirez.

- DCPO Epps would like Commissioner Miller to send webinars to Probation as well to review for consistency or potential conflicts with Probation practices or information.

**Recruitment Video:** The current JJDPDC recruitment video will need to be updated

**New Business**

**October Award Ceremony:** Commissioner Miller discussed concerns about hosting a gathering due to a potential COVID surge and suggested a secondary plan for the JJCPDC awards ceremony.

- POIII Ramirez has a mailing list prepared, a tentative location, and other things in place for the JJDPDC ceremony.
- DCPO Epps suggested considering a virtual platform
  - The Commission agrees.
- Other options discussed
  - Invite through Eventbrite
  - Pre-recording the awards
  - Commission discussed alternatives, plan A & B
    - Plan A is the in person ceremony and Plan B is the virtual platform.
    - Plan B should be an option due to others not comfortable with gatherings.
    - The Committee agrees with both plans.
  - POIII Ramirez will send out letters to community organizations.

**Attendance:** Commissioner Aaron Miller is going to develop an attendance list. Attendance is in the bylaws, therefore, the Commission will start enforcing attendance; 3 absences meetings, excused or unexcused.

- He will send out a letter to all the Commissioners indicating the issues with attendance.
  - DCPO Epps suggested to add a grievance amendment to the bylaws for those with extenuating circumstances.
    - POIII Ramirez to provide the bylaws to all Commissioners by including the bylaws in their folders.
- Recruitment planning for new Commissioners is needed as well.
- The Commission is waiting for the inspection list, inspections are due December 31, 2022

**Roundtable**

**Earl Smith:** Requested an update on the term expiration dates for all Commissioners.

- PCSI Delaney is working on updating the information.

Foster Group Homes: Is concerned with the communication between schools and the foster homes, and information from the Child & Family Team Meetings may not be received at the schools. Youths are coming into our county without health and education plans, and other information.

- DCPO Epps states that a state meeting also known as the Probation Advisory Committee (PAC) meeting will be held soon, and she will mention is concerns in the meeting. She will also mention his concerns to the Probation Placement Monitor.

**Commissioner Radden:** Asked that his absences be excused due to personal impacts from COVID, and he is requesting a grievance process be added to the bylaws.

- Summer school will begin July 5, 2022
- Youth program 16-24 years of age is up and running, and asked if youth needs services to refer them to this program. The program consist of Logistic, CNA, and construction programs.
  - You can send him an email and he will connect you with the Director.

**Adjournment**

Meeting adjourned by Commissioner Aaron Miller, Chairperson at 4:30 p.m.

*The next JJDPC meeting will be held on  
August 10, 2022  
3:30 p.m.  
Location: 175 W. 5<sup>th</sup> St. 3<sup>rd</sup> floor, Room 300  
San Bernardino, CA 92415*

*\*\*\* Meeting subject to change; details to be emailed to Commissioners\*\*\**