



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

---

**Minutes for September 14, 2022**

<p><b>Commissioners</b>          Dr. Aaron Miller, Chairperson          Joyce Frevert, First Vice Chairperson          Dr. Frances Coles, Second Vice Chairperson          Earl Smith, Secretary          Chanda Kellogg          Diana Martin          Dwaine Radden Sr.          Edward Brantley          Chelsea Ramirez</p>	<p><b>Courts</b>          Honorable Lynn Poncin</p>	<p><b>Probation</b>          Tracy Reece, Chief          Kimberly Epps, DCPO          Oleg Llaurodo, SPO</p> <p>Minutes by:          Mary Cardenas, Secretary II</p>
---	---	--

**Opening of the Meeting:**

Secretary, Earl Smith called the San Bernardino County Juvenile Justice and Delinquency Prevention Commission meeting to order at 3:38 p.m.

**Flag Salute**

Pledge of Allegiance conducted.

**Roll Call**

Secretary, Commissioner Earl Smith conducted roll call.

**Excused:** Commissioner Diana Martin, Commissioner Dwaine Radden, Honorable Lynn Poncin

**Absent:** Commissioner Edward Brantley

**Present:** Chief Tracy Reece, Chairperson Aaron Miller, Joyce Frevert, First Vice Chairperson, Dr. Frances Coles, Second Vice-Chairperson, DCPO Kim Epps, Commissioner Chanda Kellogg, Commissioner, Chelsea Ramirez

**Guest(s):** None

**Approval of Minutes:**

June minutes are approved. August minutes provided to those present and approval of August minutes deferred to next meeting.

**Swearing In:**

None

**Judge's Remarks:**

**Honorable Lynn Poncin**

DJJ: Youth's returning from Juvenile Justice – Probation and Courts are in agreement with a new Treatment Court. Youth returning to the County will have the same Judge, Probation Officer, and Attorney so there's consistency.

**Chief's Remarks:****Chief Probation Officer Tracy Reece**

- **Arise Program:** It's a new program, therefore, expect changes to be made. San Bernardino County presented at a State Conference due to being advanced compared to other counties in the California. The State is impressed with the collaboration that the department has with the Courts, Public Defender, District Attorney and other entities throughout the county. The State Facilitator is asking if the Probation department can assist other counties with getting their programs running.
- **Brown Act:** The Chief explained the guidelines of the Brown Act and the responsibility of having the meeting via zoom.
  - The Commissioners understand and agree. Commissioner Miller would like to make sure everyone is aware.
    - All Commissioners were contacted and informed of the Brown Act.
    - SPO Llaurado advised Commissioners residing in the Victorville area can go to the Bonanza office and attend meetings via zoom from there.
      - The Chief agrees and accommodations can be made.
        - The Commissioners to inform POIII Henderson of the zoom meeting location (Central or High Desert Probation site). Locations will be advertised on-line in advance of the meeting, therefore, Commissioners to be certain that they will be at the location.

**Coordinator's Remarks:****SPO Oleg Llaurado on behalf of Probation Officer III Erica Henderson**

- BSCC Inspections:
  - A reminder to the Commissioners to sign up for their availability for inspections.
    - POIII Henderson will get the forms out to Commission by the end of the week.
    - Submit mileage forms.
- Write ups for Website:
  - The Commissioners will create a write up for the website for Commissioner Recruitment.
    - Submit write up to SPO Llaurado
  - DCPO Epps gave an update on recruitment advertisement.
    - The JJDPDC video and brochures are in the process of being updated.
- Prison Rape Elimination Act (PREA) Training:
  - PREA training needs to be completed by Commissioners before inspections.

**Chair Updates:**

- Commissioner Aaron Miller:
  - Recruitment for Commissioner is important.
  - In person attendance enforced due to the Brown Act guidelines, unexcused absences will be documented.
  - Commissioner Advertisement Statement: Indicate what the Commission is looking for and a description of what JJDPDC entails.
    - The Commissioner's will get the statement to SPO Llaurado soon.
  - Inspections:
    - Commissioner Chelsea Ramirez will observe due to this is her first inspection.

- 2 Commissioner's for a facility is sufficient.
- The Commissioner's discussed the inspection list.

**Chair Updates Continued:**

- DCPO Epps suggested that the list will go to the Vice Chair as well, so additional Commissioner's will have the information and others are aware.
- Training videos – Commissioner Kellogg will send training videos to Commissioner Miller, and he will forward videos to POIII Henderson.
  - DCPO Epps reiterated that some videos are pertaining to other counties therefore, their procedures are different from San Bernardino County.
    - Send videos to DCPO Epps or POIII Henderson to review.

**Unfinished Business:**

None

**Roundtable:**

DCPO Epps: Family First Preventions Services Act - FFPSA will be having a symposium October 6, 2022.

- FFPSA is requesting a Prevention Services Plan that will provide alternatives to out of home placement and plans to reduce ethnic disparities.
- Plans need to indicate what efforts have been made prior to a youth being placed in out of home care.
- The Commissioners are welcomed to participate.

Secretary Earl Smith: He is invested in helping the County and asked if there is additional assistance he can provide to the County. DCPO Epps discussed Secretary Earl Smith's concerns from the last meeting with other educators, therefore, the JJDCP Commission is making an impact. The departments Education Liaisons have signed up for the Disciplinary Records and Education Records training. Also discussed Commissioners terms.

Commissioner, Chandra Kellogg: Mentioned about participating in other boards. She would like some information on other volunteer opportunities.

- DCPO Epps reiterate her concern with participating in many boards, as there may be a conflict of interest.
- Review bylaws regarding Commissioners participating in multiple boards to avoid any conflicts.

Second Vice Chairperson, Commissioner Frances Coles: None

First Vice Chairperson, Commissioner Joyce Frevert: None

Chairperson, Chairperson Aaron Miller: None

Commissioner Chelsea Ramirez: None

Honorable Lynn Poncin: None

Chief Reece: Appointed Assisting Chief Probation Officer Edward Barry. Julie Hovis-Frances has retired. The Commission was provided with ACPO Edward Barry's biography and informed the Commissioners of his duties. ACPO Edward Barry introduced himself to the Commission.

- Commissioner's made a motion to support the appointment of Edward Barry as the Assistant Chief Probation Officer

- All Commissioners are in Favor.

**Adjournment:**

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

*The next JJDPC meeting will be held on  
October 12, 2022  
3:30 p.m.  
Location: 175 W. 5<sup>th</sup> Street San Bernardino, CA  
Room: 401*

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