

**SAN BERNARDINO COUNTY PROBATION DEPARTMENT  
JUVENILE JUSTICE COORDINATING COUNCIL  
Probation Administration, 175 West Fifth St., 4<sup>th</sup> Floor, Room 401  
October 24, 2023  
Minutes**

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

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

**PRESENT:** Robert Brown, Richard Sterling, Amber Carpenter, Theresa Rodriguez, James Porter, Daniel Edber, Kimberly Epps, Michael Fermin, Kathy Gonzalez, Kathleen Huaman, Rebecca Irwin, Cynthia Wallace-Guerrero, Scott Wyatt, Briana Porras-Stephens, Rachel Tolber, Jennifer Villa, Christopher Armino, Rasha Habib, Kenneth White

Agenda Items	DISCUSSION	ACTION
<b>I. Welcome &amp; Introductions</b>	Meeting was called to order at 1:40PM.	K. Huaman
<b>II. Review &amp; Approve Minutes – July 25, 2023 meeting</b>	Review minutes, motion approved and 2 <sup>nd</sup> . No changes, no objections July 25, 2023 minutes approved.	1 <sup>st</sup> motion R. Brown 2 <sup>nd</sup> motion S. Wyatt
<b>III. Financial Report</b>	\$24 million reserve. Upcoming projects will utilize allocated state revenue budget.	T. Kamara
<b>IV. School Probation Officer Program Fee Waiver FY24/25</b>	Reviewed school district assignments for each Probation Officer and current vacancies. School Probation Officers are assigned according to the list below: <ul style="list-style-type: none"> <li>• Morongo Unified =1</li> <li>• Colton Unified =1</li> <li>• San Bernardino City Unified =3 (SBHS, Pacific High School, San Andreas High School is vacant)</li> <li>• Chino Valley Unified =2</li> <li>• San Bernardino Co Unified =6 ( Bob Murphy, Tri-City, Barb Phelps, Chaffey West, Victorville Education Center, Apple Valley Special Education Center is vacant)</li> <li>• Upland Unified=2 (Upland High School, Upland Jr High)</li> <li>• Victorville Unified =5 (Lakeview Leadership Academy, Melva Davis Academy of Excellence, Hook Jr High School, Victorville High School, Silverado High School)</li> <li>• Adelanto Elementary School =3 (Columbia Middle School, Adelanto High School, Mesa Linda Middle School</li> <li>• Apple Valley Unified=2 (Granite Hills High School and Apple Valley High School)</li> <li>• Bear Valley =1 (Big Bear Middle/Big Bear High School is vacant)</li> </ul>	K. Huaman

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<b>V. New Proposal Process</b>	<ul style="list-style-type: none"><li>• Chaffey=1 (Chaffey High School)</li><li>• Cucamonga Middle School =1</li><li>• Needles Unified = 1 (Needles Community Day School, Needles High School, Vista Colorado Elementary, Needles Middle School)</li></ul> <p>There are 29 Probation Officers x \$34,131 = \$989,799 (3 vacancies not deducted) Fee waiver was approved by Chief T. Reece and ACPO E. Barry.</p> <p>Twenty-five percent (25%) school district fee waiver for School Probation Officer Program for FY24/25 motion approved.</p>	1 <sup>st</sup> motion C. Wallace-Guerrero 2 <sup>nd</sup> motion R. Brown
<b>VI. New Proposals</b>	<p>Short discussion. New proposal process is being developed and is still in progress. New Proposal process should be completed well before the January 2024 meeting. Tabled until next meeting.</p> <p>Probation is developing a scholarship program for at-risk and system involved youth for continuing education or vocational training. This process is currently being developed, it will be reviewed by County Counsel to ensure the correct provisions. The initial thought was a total of \$50,000 (50-\$1,000) scholarships. The LET Program, School Probation Officers and supervision Probation Officers would do great getting this information to the public as they see and know the needs of justice involved and at-risk youth.</p> <p>Sheriff requesting \$50,000 per year for three (3) years for The Love for Literacy Program and Homeless Outreach Housing Program. The Love for Literacy Program is a Partnership with Superintendent of School wherein incarcerated parents and youth see/read books together. In one event, youth read books about zoo animals with their incarcerated parents and then later incarcerated parents share a field trip to the Zoo with their children via Zoom.</p> <p>Childrens Fund is requesting \$200,000 to provide 100 at-risk or justice involved youth everything they need to participate in extra-curricular and recreational diversionary programs and case management for one year. Activities have previously included boxing instruction, mentoring, class trips to Washington DC, New York, and Boston, basketball league uniforms and backpacks, attendance at</p>	K. Huaman/ J. Villa 1 <sup>st</sup> motion M. Fermin 2 <sup>nd</sup> motion Chief Tolber
		K. Huaman
		Captain Porter
		K. Huaman

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<b>VII. Ethics Training Requirement</b>	<p>the California Coalition for Youth Conference, a boxing tournament sponsorship, summer day camp, an overnight camp and leadership program and sports registrations.</p> <p>Further discussions on new proposals tabled until next meeting.</p> <p>Ethics Training is required every two (2) years. If you are a voting member you are required to take this training. The training voting members are directed to complete is developed by the Fair Political Practices Commission and Attorney General pursuant to California Code of Regulations. (CCR) 1837. This specific training (free and online) will no longer be available as of 12-31-23. If you have any problems logging on contact DDII K. Huaman for assistance. As a reminder, if you are a designated voting member and cannot attend the meeting, please arrange for another voting member from your agency to attend with unexpired ethics training as this will help the committee establish the necessary quorum.</p>	1 <sup>st</sup> motion S. Wyatt 2 <sup>nd</sup> motion Chief Tolber
<b>VIII. Probation Updates</b>	<p>Expenditure and Data Report that was due to BSCC on October 1<sup>st</sup> was sent on September 27<sup>th</sup>, 2023. Booklets will be distributed to JJCC members January 2024.</p> <p>Twelve (12) Innovative Strategies contracts are pending approval from the Board of Supervisors today October 24<sup>th</sup>. This will add 12 new providers for at-risk or system involved youth. Community College District will manage referrals/provide work readiness program and training certifications.</p>	K. Huaman
<b>IX. DA LET Update</b>	<p>SARB Meetings and Juvenile Outreach: SARB Meetings have resumed now that schools are back in session.</p> <ul style="list-style-type: none"><li>• I have been attending SARB Meetings across the Desert Division, including Trona, Needles, Lucerne Valley, Barstow, Silver Valley, Snowline, Hesperia, Victor Valley Union High School District, Victor Valley Elementary School District, Adelanto, and Apple Valley.</li><li>• I've been working with school administrators to expand our SARB panels to include members such as school counselors, school nurses, school psychologists, and mental health clinicians. We'd like to be able to directly address issues that come up during SARB meetings with students and families.</li><li>• In addition to the SARB Meetings, I am working with my office to present our #ACTNOW Awareness Campaign at school sites. The presentation aims to bring education and resources to our youth regarding the dangers of drugs, especially Fentanyl.</li></ul>	J. Roth

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<p><b>X. Public Defender LET Update</b></p>	<ul style="list-style-type: none"><li>• Participated in Rancho Cucamonga's National Night Out event</li><li>• SARB Meetings:<ul style="list-style-type: none"><li>• SARB meetings resumed in late August for many of my assigned school districts. Since then I've met with the families of 96 students.</li><li>• I gave 3 group SART presentations for elementary and high schools in Chino. This is an early intervention for families of truants, with the hope that they will be able to correct the issue before needing a referral to a full SARB panel.</li><li>• The Chaffey Joint High School District sent 181 direct referrals for the L.E.T. database.</li><li>• I gave a training presentation hosted by the Sheriff's Department for School Resource Officers from throughout the state. Topics covered included an overview of juvenile law including truancy, Miranda issues unique to minors, and best practices for situations frequently encountered by SROs. I will be giving the same presentation to officers involved with Ontario PD's Community Outreach and Support Team next week.</li><li>• I attended two training seminars hosted by Attendance Works and the Gangs &amp; Drugs Task Force's Safety Summit.</li><li>• I participated in Rancho Cucamonga's National Night Out event along with DDA Henry Rosas. We were able to engage with a lot of families right before school started and gave out various school supplies and info sheets.</li></ul></li></ul> <p>During this quarter, the L.E.T. Social Service Practitioner serviced 58 new clients (across 15 families) and attended 8 Student Attendance Review (S.A.R.B.) meetings across three school districts (Fontana Unified School District, Yucaipa-Calimesa Joint Unified School District, Snowline Joint Unified School District)</p> <p>This quarter included the summer and beginning of the 2023-2024 academic year for these districts. The ongoing partnerships have been a success thus far for students and families benefiting from access to additional resources and connection to services through the L.E.T. program. Thus far in the early stages of the school year, our L.E.T. program is working with the Community Liaison at Fontana High School to install a Parent Engagement program in the 2<sup>nd</sup> semester of the 2023-2024 school year. Additionally, our program is developing a partnership with the same high school on an Attendance Program designed to facilitate competition between the</p>	<p>A Pierce</p> <p>B. Porras-Stephens</p>

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four assistant principals responsible for each high school grade (freshman, sophomores, juniors, and seniors). This program will identify high-risk students and families for additional support from the school and the Public Defender's Office and build a community amongst the students and the organizations. Our Parent Engagement program continues to incorporate a curriculum addressing the unique needs of students and families in elementary, middle, and high school. We work with the individual school to tailor the curriculum to the specific needs of their parents and students. These workshops focus on breaking the cycle of truancy, as well as provide community resources and support.

Over this quarter, SSP's have connected the youth and their families to the following.

- Completing Children's Fund referrals for emergency needs assistance
- Assistance with school enrollment for students
- Sitting on IEP meeting, disciplinary panels for suspension or expulsion
- Advocating for students within the administration of the districts
- Connecting families with food resources
- Aiding with job applications and employment options
- Assistance with college applications and scholarships
- Referrals to counseling agencies and mental health agencies
- Referrals to mentorship programs
- Assisting with access to tutoring services
- Direct student mentorship through in-person and telephone/e-mail communication with the SSP and SSP Intern both in school and out of school

The partnerships that have been strengthened during this quarter are as follows: Project Fighting Chance/Young Visionaries (mentorship), South Coast Community (mental health), Shoes That Fit (clothing), Children's Fund (Rental and Utility Assistance), and the Harvey-Mudd Homework Hotline (tutoring).

We also Participated in CUTE: Trunk or Treat on October 12, 2023, 15 Vendors 280+ participants.

Below is one of the many success stories from clients serviced by our SSPs over this quarter:

One high school student who had previously dealt with housing insecurity in their home life and credit deficiency in their academics had their first three weeks of school include a COVID illness work that went through their family, and a car accident that put them and their older sibling in

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<p><b>XI. Roundtable</b></p>	<p>the hospital and left the family without their car while it was being repaired, After the time period that they missed school, the SSP was able to work with the freshman student to work on developing the time management skills and scheduling time to tackle their missing assignments/makeup work, adjust to their first year in high school, and refer them to Harvey Mudd Homework Hotline to help access math/science tutoring services in their downtime after school. The student still struggles with attendance, primarily due to transportation issues, but managed to raise their grades enough that they are not presently going to fail any courses and will remain on track to graduate on time.</p> <ul style="list-style-type: none"> <li>• New venue to hold this meeting is needed. If you have an available conference room that could be used for this meeting that allows public access, please advise.</li> <li>• Public Defender proposal requesting funding for a Canine needs to be rescinded for the record. Sterling to provide an email to DDII K. Huaman rescinding this request for funds.</li> <li>• The Homeless Housing Assistance Program (HHAP) through (DBH, Probation, CFS) has a county grant for families of youth 5yrs old and up to help with utilities, rent.</li> <li>• Public Defender Roosevelt Kids, does the proposal for youth in custody to get postage for correspondence and a hygiene closet still active?</li> <li>• PD is partnering with IE Rebound for a Thanksgiving dinner and delivering baskets to the community.</li> </ul>	<p>K. Huaman</p> <p>K. Epps</p> <p>Rebecca Irwin</p>
<p><b>XII. Public Comments</b></p>	<p>It is noted there were no public comments at this meeting. Meeting adjourned 2:34pm</p>	<p>K. Huaman</p>

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