

PROBATION DEPARTMENT

“Protection, Service & Accountability”



Main Office (805) 781-5300 ~ 1730 Bishop Street, San Luis Obispo
Juvenile Services Center * (805) 781-5352 ~ 1065 Kansas Avenue, San Luis Obispo
Juvenile Hall * (805) 781-5389 ~ 1065 Kansas Avenue, in San Luis Obispo

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James E. Salio
Chief Probation Officer



Community Corrections Partnership (CCP)

July 21, 2014, 3:00 p.m.

Probation Classroom

Jim Salio, Chair

MINUTES

Attendees:

Community Corrections Partnership Title (or designee) – Name

Chief Probation Officer – Jim Salio

The Presiding Judge of the Superior Court – Susan Matherly

A County Supervisor or CAO – Not available

The District Attorney – Gerry Shea, Dan Dow

DA Victim Witness – Debra Vallely

Sheriff – Ian Parkinson

The Public Defender – Patricia Ashbaugh

A Chief of Police – Robert Burton

Department Head of County Employment – Not available

Behavioral Health – Anne Robin

Drug and Alcohol Services –Star Graber

Department Head of Social Services – Not available

Health Agency – Jeff Hamm

The Head of the County Office of Education – Not available

Probation – Chief Deputy Robert Reyes, Wendy White, Virginia Collie

35th State Assembly Representative – Not available

A representative from a community-based organization-Grace McIntosh, CapSLO

Janet Allenspach – Liberty Tattoo Removal Program

Iain Fenwick, NAMI

AGENDA-

- I. Welcome and Introductions
- II. Approval of Minutes
- III. Public Comment
- IV. Planning/Training
- V. Finance Committee Update
- VI. Program Updates
- VII. Liberty Tattoo Removal Program
- VIII. Bylaws approval
- IX. Timeline for Budget submittals FY 15-16
- X. Board of Supervisors AB 109 presentation
- XI. Topics for next month's meeting

I. Welcome and Introductions

The meeting was called to order at 3:05 pm and members introduced themselves.

II. Approval of Minutes

There was a motion made by Ian Parkinson and seconded by Star Graber to approve the minutes from June 16, 2014. All in favor, motion carried.

III. Public Comment

Ian Fenwick wanted to follow up and let the group know that the LA county jail coordinator would be happy to give us a tour of the LA jail's Last Mile Program. (A program that trains select participants in technological skills to increase their chances of employment upon release). Also the 'Californians for Safety and Justice 'Safety Solutions Project' and the 'Crime and Justice Institute' have launched an online resource entitled "Pretrial Solutions," offering a suite of tools for county officials working to improve safety and reduce costs. (<http://www.safeandjust.org/Local-Safety-Solutions/pretrial>) They offer resources for counties interested in pretrial programs that can reduce jail pressures and costs by managing certain people in the community as they await court dates. Also, the NAMI California 2014 Annual Conference will be held in Newport Beach, CA on August 1st and 2nd.

IV. Planning/Training

There was no report.

V. Finance Committee Update

Wendy White reported they are busy working to close the books for FY 13-14. They are pretty close to having final numbers. There is approximately \$830,000 left in the trust which includes the reserve amount. They are anticipating two more allocations from the state in July or August. They should have final numbers by the August CCP meeting. They are also working on finalizing the procedures to identify specific medical costs incurred by AB 109 eligible inmates in the jail.

VI. Program Updates

Robert Reyes passed out the PRCS Offender Report for Jan-June 2014 and a table showing recidivism numbers among cases that closed in FY 2013/14. The PRCS population has become fairly stable; the number of arrests by booking has slowed and the rate of case closures has also slowed, from an average of 10 cases at end of 2013 to 5.8 closures in Jan-June 2014. Jim clarified for Gerry Shea that the number of arrests by booking could involve several bookings for only one individual or several individuals. The table shows the potential impact to the jail via the number of bookings. If that number can be reduced, it can affect the overall population at the jail. GPS monitoring numbers are up as Probation has increased utilization of that tool to keep tabs on some of the PRCS population that are transient. Jim Salio reported that Probation is finding the regular probation caseloads have a higher recidivism rate than the mandatory supervision or PRCS caseloads. The highest number of offenses involve drugs such as methamphetamine and heroin and the second highest involve property crimes. New offenses committed while on Probation supervision

are counted as recidivism.

Star Graber reported they are still working on a presentation regarding the sober living program which could be ready by September

VII. Liberty Tattoo Program

Janet Allenspach distributed some flyers and discussed recent accomplishments by the Liberty Tattoo Removal Program, administered by the Community Action Partnership of San Luis Obispo County. She thanked the CCP for providing funding which has been a real boost to the program. They are going into the jail more frequently now and have signed up 33 people for the program. 11 of those have already been released from jail and some clients at the honor farm have been able to receive treatment as well. Participants are required to perform 16 hours of community work service for each clinic appointment. Part of the funding was used to purchase a cell phone which Janet uses to stay in touch with clients. She also has AB 109 clients come to the office to receive backpacks that are supplied with toiletries, clothing vouchers, paper, pens, calendar, etc. She also is collecting some extra clothing for newly released inmates. She also has created a pocket sized community resource guide and arranged with CMC to have them printed for free. There is an English and Spanish version. They have four doctors participating in the program and treatments are conducted at Sierra Vista hospital. The program was awarded the "Heroes of the Red Cross" Award in 2014.

VIII. Bylaws approval

Jim Salio reviewed the most recent changes to the proposed bylaws. There was a motion by Ian Parkinson to approve the bylaws as proposed and seconded by Patricia Ashbaugh. All in favor, motion carried. A copy is attached at the end of these minutes.

IX. Timeline for budget submittals FY 15-16

It was decided the deadline for presenting budget augmentation requests to the CCP membership will be November 17, 2014. By October 27, 2014 the finance committee should review. Then a CCP executive committee meeting will be scheduled for early December to make the final recommendations. There is an assumption that we will receive about a 12% decrease of last year's allocation amount, but the current proposed budget for FY 15-16 is about \$7,000 in the red. We do have the growth money sitting in the trust as well as the reserve, but be mindful that funding is not unlimited when looking at gaps or needs to enhance or increase services.

Action Item: The secretary will work on scheduling a CCP executive meeting in that timeline.

X. Board of Supervisors AB 109 presentation

The annual presentation will occur in October. This year we would like to include some human interest stories and program successes such as the Tattoo Removal program. Susan Matherly suggested testimonials from some of the Honor Farm inmates as well. Please let Robert Reyes know of any stories the membership would like to include in the presentation.

XI. Topics

Jim commented on the upcoming Community Recidivism Reduction grants. These are grants directed at non-profits that work toward reducing recidivism. The grants are not greater than \$10,000. The CCP needs to discuss whether we want to make a

recommendation to County Administration to have those grant applications reviewed and approved by the CCP or have the Admin office handle them completely.

In order to receive the planning and training money from the state for FY 15-16, the BSCC (Board of State and Community Corrections) is requiring another survey. Does the membership want to follow the same process as last year in filling out the survey as a group? The survey is due by December 15th.

Assembly Bill 2526 (Gonzales) regarding adding rank and file members to the CCP has died at the state committee level so will not be introduced.

Robert Burton asked about having an update on the Probation MDCs (mobile data computers). Robert Reyes reported Probation is currently doing some testing of units in the cars and may be ready to implement in October or November. Ian wanted to continue discussions regarding the policy and procedure piece of the implementation. Robert Burton wanted to be sure Probation is including a rotating replacement schedule for the units in their budget.

Meeting adjourned at 4:01 pm.

*Respectfully submitted,
Virginia Collie, Secretary*

**SAN LUIS OBISPO COUNTY
COMMUNITY CORRECTIONS PARTNERSHIP
BYLAWS**

1. Name

Community Corrections Partnership (CCP) of San Luis Obispo County.

2. Authority

Penal Code Section 1230.1.

3. Purpose

- 3.1 Pursuant to Penal Code § 1230.1(a), the CCP is charged with recommending a local plan to the Board of Supervisors for the implementation of the 2011 Public Safety Realignment, as well as overseeing the implementation of the local plan.
- 3.2 Pursuant to Penal Code § 1230.1(b), the Executive Committee of the CCP is charged with voting on the local plan to be recommended to the Board of Supervisors.
- 3.3 Pursuant to Penal Code § 1230.1(d), consistent with local needs and resources, the local plan may include recommendations to maximize the effective investment of criminal justice resources in evidence-based correctional sanctions and programs, including, but not limited to, day reporting centers, drug courts, residential multiservice centers, mental health treatment programs, electronic and GPS monitoring programs, victim restitution programs, counseling programs, community service programs, educational programs, and work training programs.

4. Membership

4.1 Community Corrections Partnership (CCP)

Pursuant to Penal Code § 1230(b)(2), the membership of the CCP includes:

- (1) The Chief Probation Officer (Chair)
- (2) The presiding judge of the superior court, or his or her designee
- (3) A county supervisor or the chief administrative officer for the county or a designee of the board of supervisors
- (4) The District Attorney
- (5) The Public Defender
- (6) The Sheriff
- (7) A Chief of Police (for a term as determined by the San Luis Obispo County Criminal Justice Administrators' Association)
- (8) The head of the county Department of mental health
- (9) The head of the county alcohol and substance abuse programs
- (10) The head of the county Department of employment
- (11) The head of the Department of Social Services
- (12) The head of the County Office of Education
- (13) A representative from a community-based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense
- (14) An individual who represents the interests of victims.

4.2 Community Corrections Partnership (CCP) Executive Committee

Pursuant to Penal Code § 1230.1(b), the membership of the CCP Executive Committee includes:

- (1) The Chief Probation Officer (Chair)
- (2) A Chief of Police (for a term as determined by the San Luis Obispo County Criminal Justice Administrators' Association)
- (3) The Sheriff
- (4) The District Attorney

- (5) The Public Defender
- (6) The Presiding Judge of the Superior Court, or designee
- (7) One of the following: the head of the department of social services, the head of the county mental health programs, or the head of the county alcohol and substance abuse programs (as listed in subparagraph (G), (H), or (J) of paragraph (2) of subdivision (b) of Section 1230), as designated by the Board of Supervisors. The director of the county health agency has been designated to fulfill this requirement.

5. Executive Officers

5.1 Chair

Pursuant to PC § 1230 and 1230.1, the Chief Probation Officer shall serve as the Chair of both the CCP and the CCP Executive Committee. The Chair shall preside at all meetings. The Chair shall have the ability to call meetings and set meeting agendas. The Chair shall be responsible for ensuring the staffing of the Secretary and Treasurer positions.

5.2 Vice-Chair

A Vice-Chair will be selected by majority vote of the CCP Executive to serve as Chair on the CCP and the CCP Executive Committee in the absence of the Chief Probation Officer. The Vice-Chair must be a sitting member of both the CCP and CCP Executive Committee and shall serve for one year maximum, unless re-elected.

5.3 Secretary

The Secretary shall be appointed by the Chair and shall be responsible for taking minutes during meetings, and will distribute meeting minutes and agendas to members via email. At the direction of the Chair or designee, the Secretary shall arrange for meetings of the CCP or CCP Executive Committee, and shall post the agenda according to Brown Act requirements. The Secretary is not a voting member of the CCP or CCP Executive Committee, unless the position is filled by a member listed in Section 4.

5.4 Treasurer

The Treasurer shall be appointed by the Chair and shall be responsible for supporting the Chair in developing the annual operating budget and overseeing and tracking the receipt and distribution of 2011 realignment (AB 109) funding in accordance with the Board approved plan. The Treasurer is not a voting member of the CCP or CCP Executive Committee, unless the position is filled by a member listed in Section 4.

6. Meetings and Notice

6.1 Regular Meetings

The CCP and CCP Executive Committee will meet as needed.

6.2 Brown Act

The CCP and Executive Committee are subject to provisions of the Brown Act and must adhere to all requirements. Per Government Code Section 54952, standing committees, regardless of their composition, are subject to the Brown Act if they have either

- (1) a continuing subject matter jurisdiction, or
- (2) a meeting schedule fixed by formal action of the legislative body (CCP or CCP Executive Committee).

This includes standing committees formed according to authorization from the Chair, or through authority given to an executive officer to appoint an advisory committee.

6.3 Public Comment

The CCP and Executive Committee welcome and encourage public participation in the meetings. The public comment is limited to three minutes per person.

7. Quorum

7.1 Community Corrections Partnership (CCP)

A minimum of five (5) members of the CCP shall constitute a quorum for the transaction of business at any meeting of members.

7.2 CCP Executive Committee

A minimum of four (4) members of the CCP Executive Committee shall constitute a quorum for the transaction of business at any meeting of members.

8. Attendance by Teleconference

If a member is not reasonably able to attend a meeting in person, a member may participate by teleconference, so long as the absent member can hear and other members can hear, and the following conditions are satisfied:

- The teleconference location must be accessible to the public and have technology such as a speakerphone to enable the public to participate;
- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable;
- Agendas must be posted at each teleconference location, even if a hotel room or a residence;
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location; and
- All votes must be by roll call.

A member participating by teleconference may count toward a quorum and may vote according to the requirements stated in sections 9 and 10.

9. Proxies

Proxy voting is not permitted.

10. Voting

Decisions shall be reached through majority voting, which is defined as a majority of the quorum of members present.

11. Committees

Committees may be designated on an ad hoc or standing basis to provide input to the CCP and the Executive Committee. Committees may include CCP or CCP Executive Committee members, as well as non- members.

12. Budget

12.1 Responsibility

The Chair is responsible for the development and oversight of the annual operating budget funded from AB 109 revenue.

- 12.1.1 All CCP members and interested public shall have the opportunity to provide input into the preparation of the overall plan and budget for each fiscal year, prior to a vote of the CCP Executive Committee and final approval of the Board of Supervisors.
- 12.1.2 Pursuant to Penal Code § 1230.1(c), the plan and budget shall be deemed accepted by the county board of supervisors unless the board rejects the plan by a vote of four-fifths of the Board of Supervisors, in which case the plan goes back to the Community Corrections Partnership for further consideration.
- 12.1.3 The Chair shall solicit in a timely manner annual operating budgets from participating departments and outside agencies reflecting all anticipated expenditures and submit a consolidated budget to the CCP Executive Committee for a vote.
- 12.1.4 The Chair shall ensure an annual AB 109 operating budget is approved by the CCP Executive Committee no later than the December meeting of the CCP, in order to allow sufficient time for departments to include the information in their annual budget requests to the County Administrative Office. Departments shall not include AB 109 expenditures in budget requests unless they have been approved by the CCP Executive Committee.
- 12.1.5 The Chair may solicit mid-year budget adjustments from participating departments and outside agencies as the need arises, and submit them to the CCP Executive Committee for a vote. Departments shall not include AB 109 expenditures in mid-year budget requests to the Board of Supervisors unless they have been approved by the CCP Executive Committee.
- 12.1.6 The CCP and CCP Executive Committee shall ensure the annual fiscal plan is appropriate in maintaining a continuum of responses for the prevention, intervention, supervision, treatment, and incarceration of adult offenders, in accordance with PC § 1230.1.
- 12.1.7 The Chair shall provide regular budget updates to the CCP.

12.2 Transfer of Funds

The Chair has limited authority to approve transferring of AB 109 funding allocations.

- 12.2.1 The transfer may involve only operational funding and may cross fund centers as long as both are in the same department. Transfers between departments must be approved by the CCP Executive Committee.

- 12.2.2 The transfer must be consistent with the intent of the CCP Executive Committee.
- 12.2.3 Expenditure savings only may be transferred to other activities under the Chair's authority. Funds budgeted to support a specified activity within a department shall not be transferred to support another activity unless the expense for the original activity will remain revenue neutral.
- 12.2.4 Transfers cannot exceed \$25,000 in a fiscal year without approval of the CCP Executive Committee.

13. Amendments to Bylaws

The bylaws may be amended or repealed by a majority vote of the CCP Executive Committee, if agendized in advance at a publicly noticed meeting of the CCP Executive Committee.

Bylaws adopted July 21, 2014.