



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE PROBATION COMMISSION
KENNETH HAHN HALL OF ADMINISTRATION
500 W. TEMPLE STREET, ROOM 140A
LOS ANGELES, CA 90012**



Thursday, September 12, 2019

10:00 AM

Present: Commission President Joe Gardner, 1st Vice President Jan Levine, Commissioner Caster, Commissioner Herbon, Commissioner Swartz, Commissioner Mitchell, Commissioner Seaver, Commissioner Shutan, Commissioner Meredith, Terri L. McDonald, Chief Probation Officer, Howard Wong, Deputy Director, Tom Faust, Chief of Staff, Dr. Hanumantha Damerla, Supervising Mental Health Psychiatrist

Attachment: [Audio Transcript](#)

I. ADMINISTRATIVE MATTERS

Commission President Joe Gardner welcomed all and informed the Commissioners and all present that the meeting was being recorded and asked that all identify themselves prior to making any statements.

1. Excused Absences: None
2. Roll Call

II. APPROVAL OF MINUTES

3. N/A

III. PROBATION DEPARTMENT

4. **Presentation by Chief Probation Officer McDonald regarding the state of the Probation Department.**

The Probation Commission will receive, exchange, distribute information, conduct discussion and take possible action relevant to Item #4

Chief Terri L. McDonald discussed an overview of the emergency operations systems and indicated the countywide review plan will be presented to the Board of Supervisors in October 2019. Emergency Operations systems unit was reassigned to Deputy

Commissioners

Joe Gardner-President,

Hon. Jan Levine (Ret.)-1st Vice President, Hon. Betsy Butler (Ret.), – 2nd Vice President, Donald Meredith-Sergeant at Arms, Daniel Seaver, Azael Martinez-Sonoqui, Cyn Yamashiro, Esq., Jacqueline Caster, Esq, Jo Kaplan Esq, Olivia E. Mitchell, Peter Shutan, Rev. Zachary Hoover

Director Howard Wong with assistance from Chief of Staff Tom Faust. The closure of Los Padrinos Juvenile Hall allowed the department to reallocate positions to form an emergency operations unit. Emergency response polices are in place but need to be refreshed. The Department has a critical need and therefore created a policy unit that will utilize reserves to supplement the unit. The Department will work with an outside vendor to aid in updating some of the current policy.

Deputy Director Howard Wong provided the following emergency response updates:

- The Department is collaborating with CEOs Office of Emergency Management for assistance with to improve upon compliance and training.
- The Department will conduct emergency operations fire and evacuation drills in October.
- SEO staff are FEMA Incident Command System certified.
- Employees at the level of Special Assistant and above will be FEMA Incident Command System certified by November 22, 2019
- Docs located at Downey Headquarters and Pico Rivera Staff training office are currently being retrofitted.
- Communication - Satellite phones, CountyWide Integrated Radio System radios, and walkie-talkies have been ordered.
- Vehicles equipped with emergency lights were dispatched to every hall and camp.
- Facilities are required to ensure that vehicles are in working order and gassed up.

The Commission requested information regarding the Woolsey fire and Campus Kilpatrick's evacuation; however, Chief McDonald at the direction of County Counsel was not able to provide information until the Board briefing in October 2019. The Chief noted that deactivating is destabilizing to staff and youth. The Chief discussed funding constraints involved with staffing a 24/7 emergency response unit.

The Chief reported on the closure of camps/halls and the financial impact of the Title IV E waiver funding loss. She discussed closure disruptions, the OC phase out plan, the work the Department is doing to stabilize facilities, and staffing ratios (5:1). She also reported that the Department is collaborating with Department of Mental Health (DMH) to help mitigate staffing ratios by creating crisis stabilization units within the Probation compounds and enhance the number of clinicians to offer services to youth to help reduce 1:1 supervision. The Chief talked about the lack of programs available to youth, the need for beautification in facilities, and the tentative agreement with labor unions.

The Chief addressed the Commissions concerns regarding adding mental health services and multi-disciplinary team oversight entity.

The Commission requested information on the re-opening of Campus Kilpatrick, as the Board informed them that Kilpatrick would not open until April 2020. The Chief indicated that the facility was having a water and staffing issues and could not provide additional information due to labor unions discussions.

The Chief invited the Commission to tour and hold a meeting at the new Vermont facility and provided an update on the Department's Medal of Valor ceremony.

Speaker(s): Terri L. McDonald, Chief Probation Officer
Howard Wong, Deputy Director
Tom Faust, Chief of Staff
Dr. Hanumantha Damerla, Supervising Mental Health Psychiatrist

Action Item(s): Probation to provide the Commission with meeting date of Board of Supervisors open hearing regarding countywide review of emergency operations.

Probation to provide the Commission with audit checklist and electronic emergency preparedness reports.

Commission to provide Chief McDonald with a list of reports requested by the Commission for Chief Deputy Sheila Mitchell to follow up on.

Probation to provide Commission with a copy of the OC phase out plan.

Tom Faust to meet with Commission sub-committee to provide the use of force policy.

IV. GENERAL PUBLIC COMMENT

5. **Opportunity for members of the public to address the Commission on items of interest within the subject matter of the Commission. Three (3) minutes are allowed, per person, on each agenda and non-agenda item with a total of 15 minutes for public comments unless the Commission sets alternative limits or other allocations of time.**

No public comments were received.

V. BUSINESS CONTINUED FROM PREVIOUS MEETING

6. **Update from sub-committee regarding list of top priorities for the Probation Oversight Commission.**

The Commission suggested an annual review (vote of confidence) of the Probation Chief's performance to ensure meeting attendance, feed-back on issues the Commission would like addressed, and related criteria. The Commission also discussed amendments to top priority listing.

Action Item(s): Sub-committee to provide further recommendations and discuss at the September 26, 2019 meeting.

7. **Update from sub-committee regarding resolution to Board of Supervisors requesting public hearing on Probation Department's emergency planning.**

The Commission motioned and unanimously agreed to table this item for further discussion after the Department provides its report to the Board in October 2019.

VI. NEW BUSINESS

8. **Discussion of Board Motion submitted by Supervisors Ridley-Thomas and Kuehl – “Restructuring the Juvenile Justice System: Building a Health-Focused Model” and our participation in Youth Justice Work Group to be co-convened by the Chief Executive Officer and the Executive Director of the Office of Diversion and Re-Entry.**

The direction and reforming or restructuring the Department - Commissioners Schwarts, Levine, Caster, and Gardner volunteered to be a part of a sub-committee to make recommendations on moving the Department from custodial to treatment centers.

Action Item(s): Tom Faust to provide the Commission with contact information for the Youth Justice Work Group.

The Probation Commission will receive, exchange, distribute information, conduct discussion and take possible action relevant to Items 6, 7 and 8.

The Commission inquired about the backlog of the meeting minutes. Tom Faust reported that Robert Smythe, Administrative Deputy is responsible for providing the Commission with support staff. Commissioner Gardner reported that he would collaborate with the Department and Commission services to ensure that agendas are posted, and meeting rooms are scheduled for the upcoming year.

VII. COMMISSIONER REPORTS AND UPDATES

Commissioner Gardner emphasized that the Commission make time to visit Probation facilities to ensure they meet mandates of completing inspection reports.

VIII. ANNOUNCEMENTS

None

IX. ADJOURNMENT

The meeting was adjourned in honor of Nancy Aspaturian, Justice Deputy