



**COUNTY OF LOS ANGELES
PROBATION OVERSIGHT COMMISSION
STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING**



**ST. ANNE’S CONFERENCE AND EVENT CENTER
155 NORTH OCCIDENTAL BOULEVARD
LOS ANGELES, CALIFORNIA 90026**

poc.lacounty.gov

THURSDAY, JULY 13, 2023, 9:00 A.M.

AUDIO/VIDEO FILE FOR THE ENTIRE MEETING

Attachment: [Video](#)

I. ADMINISTRATIVE MATTERS

1. Call to Order and Roll Call.

Vice Chair Kakani called the meeting to order at 9:09 a.m. Dr. Sarah Gongora, Project Director, conducted the roll call:

Present: Commissioner Dolores Canales, Commissioner Franky Carrillo, Commissioner Donald D. Meredith, Commissioner Eduardo Mundo, Commissioner Diane Terry, Secretary Sean Garcia-Leys, and Vice-Chair Milinda Kakani

Absent: Commissioner Samuel Lewis and Chair Esché L. Jackson

2. Approval of the June 22, 2023, meeting minutes.

No members of the public commented on this item.

On motion of Commissioner Meredith, seconded by Commissioner Mundo, unanimously carried, (Commissioners Canales, Carrillo, Lewis, and Jackson being absent) the Los Angeles Probation Oversight Commission (POC) approved the June 22, 2023, regular meeting minutes:

Ayes: 5 – Commissioner Donald D. Meredith, Commissioner Eduardo Mundo, Commissioner Diane Terry, Secretary Sean Garcia-Leys, and Vice-Chair Milinda Kakani

Absent: 4 – Commissioner Dolores Canales, Commissioner Franky Carrillo, Commissioner Samuel Lewis, and Chair Esché L. Jackson

Attachments: [Approved June 22, 2023, Minutes](#)
Public Comment/Correspondence

II. DISCUSSIONS

3. Discuss and take appropriate action on updates from the Los Angeles County Probation Department on the movement of youth to Los Padrinos, approvals from the California Board of State and Community Corrections (BSCC) and plans for intake/holding at both Barry J. Nidorf Juvenile Hall (BJNJH) and Central Juvenile Hall (CJH).

- Guillermo Viera Rosa, Interim Chief, Los Angeles County Probation Department

Ms. Felicia Cotton, Acting Chief Deputy for the Los Angeles County Probation Department, reported that 88 youth were safely transferred from CJH to Los Padrinos Juvenile Hall (LPJH). During the transfer, Ms. Cotton shared that CJH had seven lead managerial staff, and there were 42 staff and 19 lead managerial staff at LPJH. She highlighted that there is sufficient LPJH staffing to carry out youth's daily needs such as schooling, programming, and recreation, but the Probation Department is seeking to use staff effectively, offer adequate staffing support, and ensure necessary training.

Ms. Cotton mentioned that law enforcement personnel were notified about intake being consolidated at LPJH effective July 24, 2023. Although intake ceased at BJNJH and CJH, she reported that the temporary medical hub for youth's dental, radiology, and other regular medical appointments will take place at CJH until the medical unit at LPJH is completed. Ms. Cotton stressed that Oleoresin Capsicum (OC) spray was not allowed at LPJH, and the Interim Chief created a new Safety and Security Team which is temporarily led by a Lieutenant from the Los Angeles County Sheriff's Department.

Commissioner Carrillo joined the meeting at 9:20 a.m.

Commissioner Canales joined the meeting at 9:23 a.m.

Two public commenters addressed the POC.

In response to Commissioner Meredith's inquiry about the POC being notified about the move and requested that the assault data at LPJH be tracked and reported to the POC. Ms. Cotton confirmed that the POC was not notified about the move, and the LP assault data will be provided to the POC.

Commissioner Mundo inquired about the number of staff at LPJH with work restrictions, number of staff at CJH, and plans to mitigate staffing issues. Ms. Cotton stated there are about four staff who were not included in the quoted LPJH staffing level of 42 with work restrictions, approximately 90-100 staff who remained at CJH, and a plan is being developed to mitigate staffing plans across the three juvenile halls.

Commissioner Terry inquired about the types of programming questions, comments, and recommendations that parents and families have shared with the Probation Department. Ms. Cotton explained that some of the questions were about recreation time, parent inclusion as partners, and tutoring.

In response to Commissioner Terry's inquiry about de-escalation training, Ms. Cotton shared that some staff have been trained, but refresher trainings are needed. Ms. Sanders emphasized that the focus is equipping staff with the proper tools to de-escalate as an alternative to OC Spray.

Commissioner Kakani inquired about families being notified about visitations, designated

visiting spaces for attorneys and visitors, current programming and youth's feedback, schooling, and staff's access to Narcan.

Ms. Cotton confirmed that families were contacted about the new visitation schedule. She also clarified that there are designated spaces at LPJH for attorneys and visitors such as the multi-purpose room, outside patios, and small gym. Ms. Cotton listed some of the youth's vocational programs and shared that the Probation Department is researching ways to incorporate those programs into the facilities so youth can earn certifications.

Mr. Woods mentioned that a list of LPJH programming will be provided to the POC, programming at LPJH is taking place internally for now, and external organizations will be gradually integrated. He shared that the youth are engaged in unit school, where instruction is delivered in a self-contained classroom (separate classroom from the day room). Mr. Woods stated that staffing numbers for those who reported to work can be provided, and 96% of staff at LPJH have been issued Narcan.

In response to Commissioner Kakani's inquiry about the Campus Safety and Security Unit, Ms. Cotton highlighted the practices and policies being developed around security and safety, emphasized that interaction will be with staff and not the youth, and the unit will report directly to the Chief Probation Officer with guidance from a lieutenant from the Los Angeles County Sheriff's Department.

Commissioner Garcia-Leys inquired about the specific units where youth are being housed at LPJH and their demographics, number of classrooms, and security measures in place. Mr. Woods shared that only the young men have been moved into the LPJH units including S, XY, and NO and H (which requires moving youth to external classrooms), but there is sufficient classrooms to accommodate current population at LPJH. He added that the Probation Department is in the process of procuring airport-style scanners for the intake area, but the youth were searched before departing, upon arrival at LPJH, and searched again once they were housed at LPJH.

In response to Commissioner Garcia-Leys' inquiries about the use of CJH and Credible Messengers, Ms. Cotton explained that CJH is being used for medical and dental operations while the medical facility at LPJH is being modernized. She added that the Los Angeles County Department of Youth Development (DYD) is onsite regularly and plans to begin programming in August 2023, but the Credible Messengers have already been assisting with transitions from BJNJH.

Commissioner Meredith clarified that the airport-style scanners will be for all visitors entering the facilities including youth, staff, Commissioners, and families.

Commissioner Kakani inquired about the screening process for Probation staff entering the facilities and a proposed timeline for moving pre-dispositioned youth out of BJNJH and CJH. Mr. Woods explained that the screening process will be better enforced at LPJH with a supervisor present during shift exchanges. He added that staff were pre-screened at CJH and searched last night at LPJH at the front entrance. Ms. Cotton stated that the Probation Department plans to have all pre-dispositioned youth moved to LPJH by the July 30, 2023 deadline.

Commissioner Terry inquired about the approval process for community-based organizations (CBOs) that are available now to provide programming and services to the youth. Ms. Cotton mentioned that organizations can seek approval externally through the County of Los Angeles' vendor site or internally by entering a Master Service Agreement with the Probation Department.

Commissioner Mundo inquired about the staff who were transporting youth between facilities. Ms. Cotton clarified that the staff transporting the youth did not enter the units at LPJH because there were staff onsite at LPJH to receive the youth.

Commissioner Canales shared her sentiments on the implementation of airport-style scanners to detect contraband and possible long-term solutions for restorative contraband practices.

In response to Commissioner Kakani's inquiry about CBOs being notified of programming resuming at LPJH, Mr. Woods confirmed that CBOs were aware of the move to LPJH, notified of the new programming schedules, and assured that programming can resume with their populations.

Attachments: [Supporting Document](#)
Public Comment/Correspondence

4. Discuss and take appropriate action on updates from the Los Angeles County Probation Oversight Commission on Structured Release and Girls' Decarceration.
 - Los Angeles County Probation Department

Ms. Sharon Harada, Bureau Chief at the Los Angeles County Probation Department, provided an update on the data that was included in a Board motion to ensure the least restrictive placements for young people in the Probation Department. She explained that the justice collaborative team meets weekly to move forward on early release and concluded her presentation by referencing the statistics outlined in attachment.

Two public commenters addressed the POC.

Commissioner Mundo inquired about 707(b) offences, the percentage of warrants/suitable placements, the number of youth scheduled to be released, and the average number of days the released youth spent in detention prior to being released. Ms. Harada stated that she will report back on the warrant data sets, average number of detention days for youth who were released, and include both in her report to the Board. She added that most youth scheduled to be released are pre-adjudication.

In response to Commissioner Terry's inquiry about the four-crossover youth, Ms. Harada stated that one youth is pending regional center placement and two have engaged in the collaborative team meetings to expeditiously explore placement options.

Commissioner Terry inquired about the recency of the data, which Ms. Harada confirmed it was current as of this week.

In response to Commissioner Garcia-Leys' inquiry about the 12 identified team meetings, Ms. Harada emphasized that the juvenile justice collaborative team meetings are different than the multi-disciplinary team (MDT) meetings. She confirmed that 25 out of the 54 youth were released without going through this process, and the Probation Department is tracking recidivism (re-arrest) rates.

Commissioner Mundo shared his sentiments on implementing this model on the front end of Probation's intake process.

Of the 23 youth that were released, Commissioner Garcia-Leys inquired about the number of youth the Probation Department recommended to detention during their intake. Ms.

Harada was unable to provide a direct response but restated the process in greater detail.

Commissioner Kakani shared her sentiments on the need for intake data comparable to release data to determine the number of youth who did not need to be incarcerated or system-involved at all. She also shared her sentiments on the lack of data being provided in response to the Board motion on the decarceration of girls and gender-expansive youth.

Commissioner Meredith emphasized his sentiments that youth are incarcerated by law enforcement and Probation personnel.

By Common Consent, there being no objection, the order of the remaining agenda was changed. Agenda item 7 was discussed first, followed by agenda item 6, 5, 11, 8, 9, 10, and 12.

Attachments: [Supporting Documents](#)
[Public Comment/Correspondence](#)

5. Discuss and take appropriate action on a report from the Los Angeles County Probation Department on the number of youths, including youth in Secure Youth Treatment Facilities (SYTF), have been charged with an additional crime for something that occurred within the facility since January 2023. This report will include the following:
 - i. Total number of youth
 - ii. Number of SYTF youth
 - iii. Number of youth charged in adult court
 - iv. Number of youth who received new juvenile charges
 - v. Policy that determines if new charges will be filed after an incident
 - vi. Approval process for agreeing to press new charges
- Los Angeles County Probation Department

Mr. Scott Sanders, Bureau Chief for the Los Angeles County Probation Department, gave an overview of the attached document and provided a synopsis of what happens when determining new charges for youth who commit crimes while incarcerated.

Eight public commenters addressed the POC.

Commissioner Meredith left the meeting at 1:06 p.m.

Commissioner Canales left the meeting 1:13 p.m.

In response to Commissioner Garcia-Leys' inquiry about youth with multiple charges at Campus Kilpatrick and the number of convictions, Mr. Sanders stated that two youth have picked up two charges each. He added that data on the duration of specific time periods between a crime occurrence to when youth are transferred to county jail after being charged can be provided to the POC.

By Common Consent, there being no objection, agenda items 8 and 9 were tabled for discussion at a town hall before the August 10, 2023 regular POC meeting.

Commissioners Carrillo and Terry left the meeting at 1:20 p.m.

Agenda item 11 was discussed after agenda item 5.

Attachments: [Supporting Document](#)
Public Comment/Correspondence

6. Discuss and take appropriate action on updates from the Human Resources Division of the Los Angeles County Probation Department on the current department-wide data and data specific to juvenile institutions of staff who are active, on leave, and the call out rates between January 2023 to May 2023.

- Deanna Carlisle, Human Resources Manager, Los Angeles County Probation Department

Ms. Carlisle provided updates on the staffing within the Los Angeles County Probation Department and explained that the Probation Department is trying to distinguish internal Probation Department issues from broader county issues. She shared the attached data and highlighted that the number of intermittent leaves (modified leave duty). Ms. Carlisle stated that a new call out system was created and implemented in November 2022 in conjunction with Human Resources (HR) to statistically track and monitor call outs.

Seven public commenters addressed the POC.

Commissioner Meredith raised concerns around staff calling out of work and adding to the existing staffing shortages. Ms. Carlisle reiterated the importance of the return-to-work program, staff training, and intrinsically motivating staff.

Mr. Sanders highlighted the importance of accountability of the Probation Department to provide a safe environment for staff to come to work, and the staff to feel safe while performing their duties at work.

Commissioner Carrillo inquired about how the team at LPJH were selected. Mr. Sanders shared that people were asked to volunteer and then assigned as part of the process.

In response to Commissioner Carrillo's inquiry about callouts in other Los Angeles County departments, Ms. Carlisle mentioned that the HR procedures and policies (toolboxes) are the same, but the Probation Department must review personnel files and make references to the "toolbox" a lot more to combat the staffing shortages.

Commissioner Mundo inquired about structured conversations with staff on plans on moving forward amid the staffing crisis. Mr. Sanders confirmed that staff are being engaged in conversations to aid in the building process.

In response to Commissioner Mundo's inquiry about the likelihood of working more than one 24-hour shift, Mr. Sanders mentioned that he is working diligently on the shift changes and ensuring adequate coverage for the next shifts.

Commissioner Garcia-Leys inquired about physical therapy for the employees. Ms. Carlisle mentioned that HR developed a wellness plan under Probation's emotional, mental, and peer support to address all facets of wellness.

In response to Commissioner Garcia-Leys' inquiry about the hiring freeze for the 400 juvenile positions, Ms. Carlisle mentioned that a year ago permission was given by Board to hire up to 150 staff, and Probation HR is working closely with the Chief Executive Office (CEO) to fill those positions.

Commissioner Garcia-Leys shared his sentiments on increasing staff, while reducing the juvenile population to balance out the youth to staff ratios.

Commissioner Kakani inquired about the callout system and HR's follow-up process. Ms. Carlisle explained that the callout system has been implemented to centralize, automate,

and expedite the callout process and gather additional data such as the callout reason, which is tracked and verified by HR and performance management team in the moment. She also highlighted that the leave data is different than the callout data.

Commissioner Meredith inquired about the retention rate of the newly hired Probation Officers. Ms. Carlisle has been tracking this data and will report back to the POC.

In response to Commissioner Canales' inquiry about the requirement of a doctor's note being submitted for sick callouts, Ms. Carlisle explained that Probation requires a medical note for any sick call out (even if it only one day) due to the emergency declaration.

Commissioner Kakani inquired about a breakdown of intermittent and continuous leaves, which Ms. Carlisle will report back on.

Agenda item 5 was discussed after agenda item 6.

Attachments: [Supporting Document](#)
Public Comment/Correspondence

7. Discuss and take appropriate action on updates from the Juvenile Justice Coordinating Council (JJCC), the recent report back on unspent funds, and the frequency of meetings.

Ms. Sharon Harada, Bureau Chief at the Los Angeles County Probation Department, shared that she has held 13 JJCC and related subcommittee meetings since mid-April of 2023. She provided an overview of the role of the following regular and ad hoc committees of the JJCC: JJCC Governance and Procedure Ad Hoc, JJCC Comprehensive Multi-Agency Juvenile Justice Plan (CMAJJP) Ad Hoc, JJCC Data Ad Hoc, JJCC Crime Prevention Act (CPA) Ad Hoc, JJCC Juvenile Justice Realignment Block Grant (JJRBG) Subcommittee, JJCC-JJRBG Spending Plan Ad Hoc,

Four public commenters addressed the POC.

Commissioner Terry inquired about how the Probation Department is advocating for these unspent funds and contracting with CBOs to provide programs and services. Ms. Harada explained the distinction between the budgeted funds for youth and the funds allocated for programs and services. Additionally, Ms. Hara stated that the Probation Department is working on capacity building by collaborating with County Counsel to implement evidence-based programs.

Commissioner Kakani inquired about meeting attendance by ad hoc and subcommittee members affecting outcomes and continuity, the spending plan, and plan transparency. Ms. Harada stated the meetings are held in accordance with Brown Act rules, and no funds have been spent to date due to a spending plan not being approved. She reiterated that the spending plan has been agendized for approval at tomorrow's JJCC-JJRBG Subcommittee meeting and will be publicly available.

In response to Commissioner Kakani's inquiry about the ad hoc committee responsible for monitoring the spending down of JJCPA funds, Ms. Harada clarified that is the JJCC-CMAJJP. Ms. Harada explained that two non-governmental agencies have entered a Memorandum of Understanding (MOU) and two county organizations have contracts, but all are required to utilize a mechanism to evaluate program effectiveness.

Commissioner Terry inquired about CBO programming being considered for these funds. Ms. Harada emphasized that the CBO programming tends to be youth focused.

Commissioner Carrillo inquired about the application and approval process for the funds. Ms. Harada explained that the JJCC is the gatekeeper of the funds and the JJCC-CMAJJP makes recommendations for the funds. She added that the organizations must apply for the funds by January for review by the JJCC, then the JJCC makes their funding/budget recommendations to the Board on May 1st for allocation effective July 1st of the next fiscal year.

Commissioner Meredith inquired about the last time monies were disbursed to CBOs and county departments. Ms. Harada restated the approval process for the monies and how funds are dispersed.

Agenda item 6 was discussed after agenda item 7.

Attachments: [Supporting Document](#)
Public Comment/Correspondence

8. Discuss and take appropriate action on updates from the Los Angeles County Probation Department on progress it has made with phasing out the use of Oleoresin Capsicum (OC) spray in Los Angeles County juvenile halls.

- Dr. Sarah Gongora, Project Director, Los Angeles County Probation Oversight Commission

By Common Consent, there being no objection, agenda items 8 and 9 were tabled for discussion at a town hall before the August 10, 2023 regular POC meeting.

Attachments: [Supporting Documents](#)
[OC Spray Deployment Reports](#)
[Population Statistics](#)
Public Comment/Correspondence

III. **REPORTS**

9. Report from the Los Angeles County Probation Oversight Commission on the 2023 inspections of Camps Paige, Afflerbaugh, Dorothy Kirby Center (DKC), and Scott.

- Dr. Sarah Gongora, Project Director, Los Angeles County Probation Oversight Commission

By Common Consent, there being no objection, agenda items 8 and 9 were tabled for discussion at a town hall before the August 10, 2023 regular POC meeting.

Attachments: [Supporting Documents](#)
Public Comment/Correspondence

IV. **MISCELLANEOUS**

MATTERS NOT POSTED

10. Matters not posted on the agenda, to be discussed and (if requested), placed on the agenda for action at a future meeting of the authority, of matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda.

No comments.

PUBLIC COMMENT

11. Opportunity for members of the public to address the Los Angeles Probation Oversight Commission (POC) on items of interest that are within the subject matter jurisdiction of the POC.

You may submit public comment by e-mail to info@poc.lacounty.gov.

Written public comment or documentation must be submitted no later than 5:00 p.m. one business day before the scheduled meeting to be included on the agenda. Please include the Agenda Item(s) and meeting date in your correspondence. Correspondence received by 5:00 p.m. the same day of the meeting shall become part of the official record.

Six public commenters addressed the POC.

Attachments: Public Comment/Correspondence

V. ADJOURNMENT

12. Adjournment for the regular meeting of July 13, 2023.

Vice Chair Kakani ended the meeting at 1:27 p.m.