



**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, June 27, 2019

10:00 AM

Present: Commission President Joe Gardner, 1<sup>st</sup> Vice President Jan Levine, Commissioner Herbon, Commissioner Mitchell, Commissioner Seaver, Commissioner Meredith, Commissioner Yamashiro, Commissioner Martinez, Chief Deputy Sheila Mitchell, Deputy Director Luis Dominguez, Deputy Director Dalila Alcantara, Bureau Chief Jennifer Kaufman, Director of Human Resources Deanna Carlisle

**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: Peter Shutan, Esq., Jacqueline Caster, and Gale Swartz
2. Roll Call

**II. APPROVAL OF MINUTES**

3. N/A

**III. PROBATION DEPARTMENT**

4. **Response to Commission request for monthly report on youth on youth and youth on staff assaults and incident reports for Camps and Halls.**

The Probation Department (Probation or Department) created public facing reports available on the Probation website on a quarterly basis (January, February, and March). Next quarter reports will be available online mid-July. The reports include grievances, staff assaults, Oleoresin Capsicum spray (OC) usage, etc.

Chief Deputy Sheila Mitchell indicated that Barry J. Nidorf has stabilized due to redirected staff assigned from the Los Padrinos closure.

**Commissioners**  
Joe Gardner-President,

Hon. Jan Levine (Ret.)-1st Vice President, Hon. Betsy Butler (Ret.), – 2<sup>nd</sup> 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, Randy Herbon, Gale Swartz

The Commission expressed concerns about the safety of staff and assault response times. Deputy Director Luis Dominguez presented statistical information regarding the stabilization of youth on youth assaults, an increase of staff assaults, a reduction of OC spray usage; and a decline in grievances. Most staff have received training on trauma informed care/compassion. The Department has analyzed the benefit of trauma informed training and is committed to providing additional training in this area.

**Speaker(s):** Sheila Mitchell, Probation Chief Deputy  
Luis Dominguez, Probation Deputy Director

**Action Item(s):** Probation to email the Commission with quarterly report website link for January, February, and March and each time a new quarter is posted.

Probation to provide the Commission with an executive summary of quarterly trends and patterns along with a verbal presentation of statistical data. This report will be ongoing, and the presentation will occur the second meeting of the month on a quarterly basis. The Commission will be given a copy of the report prior to each presentation.

**5. Response to concern regarding staffing levels throughout the Juvenile Halls and camps, including data on how many are on Family Medical Leave Act, administrative suspension pending investigation and other absenteeism. Report on efforts to mitigate or compensate for staff shortages.**

Deputy Directors Dalila Alcantara and Luis Dominguez provided numbers on staffing levels at the camps and halls. Barry J Nidorf and Central received additional staff support from the Los Padrinos closure which has alleviated staff deficits. Staff have been promoted and promotional opportunities have been posted. A job fair is scheduled on July 15, 2019 for Camp Onizuka and Dorothy Kirby staff. Staff assigned to 1:1 supervision negatively impacts right size ratios. Deputy Probation Officers are given the opportunity to receive required certification to assist staff in the halls/camps.

Deanna Carlisle, Probation Human Resources manager provided information for the halls and camps regarding staff out on of leave not including suspensions or investigations. Family Medical Leave Act for self has the highest number of staff offline. The information provided was based on the first quarter of 2019 (January, February and March). The Department analyzed the ability to accommodate light duty leaves and unable to respond to physical intervention. Ms. Carlisle indicated that staffing shortages may be attributed to lack of safety retirement benefits for sworn officers.

**Speaker(s):** Sheila Mitchell, Probation Chief Deputy  
Dalila Alcantara, Probation Deputy Director  
Luis Dominguez, Probation Deputy Director  
Deanna Carlisle, Probation Director of Human Resources

**Action Item(s):** Deanna Carlisle to provide the Commission data regarding staffing

levels data on how many are on Family Medical Leave Act, administrative suspension pending investigation, and other absenteeism. Ms. Carlisle will also provide termination and investigation rates, countywide and departmental nepotism policies.

Deanna to consult with County Counsel to inquire about requiring staff to make a two-year commitment to the Department when onboarding.

Commission to respond to clarification questions sent by Deanna Carlisle via email.

**6. Update regarding plans for reopening of Campus Kilpatrick to include the following:**

- **Have evacuation plans been updated?**
- **Do plans include adequate emergency provisions and equipment?**
- **Have the same preparations been done for remaining camps in semi-wilderness areas?**

The Department's solicitation request for water treatment brought no bidders and therefore the request will be resubmitted. Chief Deputy Sheila Mitchell informed the Commission that Campus Kilpatrick will re-open as late as January 2020 due to uncontrollable external forces.

Jennifer Kaufman Residential Treatment Services Bureau Chief discussed evacuation plan updates and drills conducted as of February 20, 2019.

The Commission expressed concerns regarding the execution of emergency evacuation plans.

**Speaker(s):** Sheila Mitchell, Probation Chief Deputy  
Jennifer Kaufman, Probation Bureau Chief

**Action Item(s):** Probation to create emergency binder at each location to include evacuation plans to be available for inspection.

Probation to provide Commission with report on the medical impact (mental and physical trauma) of the staff and youth who spent the duration of the fire at Campus Kilpatrick, and the implementation of corrective action plans taken by the Department.

Probation to provide the Commission with copy emergency evacuation procedure in place at the time of the fire at Campus Kilpatrick, provide updates on adequate emergency provisions, transportation for both staff and youth, lines of communication with Fire officials, communication with parents of Probation youth, and availability medical services for affected youth.

County Counsel to inquire about the ability to provide the Commission with a copy of critical incident reviews with redactions if necessary.

#### IV. GENERAL PUBLIC COMMENT

7. **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.**

Celeste Freeman, member of the public, requested a copy of the existing evacuation plan or equivalent at the time of the Campus Kilpatrick fire. The Commission referred the request to the Department.

**Speaker(s):** Celeste Freeman, member of the public.

**Action Item(s):** No action items requested.

#### V. BUSINESS CONTINUED FROM PREVIOUS MEETING

8. **Report from sub-committee regarding list of top seven priorities for the Probation Oversight Commission.**

Commission reported this is a work in progress, as a sub-committee was established; however, no report has been issued. Item was tabled until a response is provided.

**Action Item(s):** The Commission requested that the sub-committee to produce list of priorities for their review.

#### VI. NEW BUSINESS

9. **Survey on completed Hall and Camp inspections**

The Commission is working on providing completed hall and camp inspections reports; none have been submitted.

The Commission to agendized the impact of closure of Los Padrinos Juvenile Hall and the Superior Court on families and the public (geographic bias).

**Speaker(s):** Sheila Mitchell, Chief Deputy

**Action Item(s):** Probation to provide the latest status list based on closures.

Ms. Mitchell stated that Management Services Bureau will provide a packet from each camp with all inspections and electronic copy to include in their reports.

#### VII. COMMISSIONER REPORTS AND UPDATES

The Commission will formally submit recommendations within a six-month timeline to Board mid-July.

**VIII. ANNOUNCEMENTS**

None

**IX. ADJOURNMENT**

The meeting was adjourned.