



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE PROBATION COMMISSION
KENNETH HAHN HALL OF ADMINISTRATION, ROOM 830
500 W. TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012**



Thursday, May 9, 2019

10:00 AM

Present: Commission President Joe Gardner, 1st Vice President Jan Levine, Commissioner Butler, Commissioner Swartz, Commissioner Mitchell, Commissioner Seaver, Commissioner Caster, Commissioner Shutan, Commissioner Meredith, Dalila Alcantara, Bureau Chief, Jocelyn Romano, Director, Raelene Rojas, Director, Lydia Jurado, Staff Assistant

Attachment: [Audio Transcript](#)

I. ADMINISTRATIVE MATTERS

Commission President Joe Gardner welcomed all and called the meeting to order at 10:10 A.M. President Gardner 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:
2. Roll Call

II. APPROVAL OF MINUTES

3. N/A

III. PROBATION DEPARTMENT

4. **Response from the Probation Department to the following documents from Commissioner Herbon:**

- "Questions, Suggestions etc. for Probation HR"
- "Monthly/Quarterly Reports from Probation"

Item was tabled.

5. **Report back from the Probation Department concerning staffing levels and what is being done about it. Questions include:**

- How many on FMLA?
- Administrative suspension pending investigation.
- Data on other absenteeism.

Item was tabled.

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, Randy Herbon, Gale Swartz

6. **Response and report from the Probation Department on training, including the number of new hires going through or graduating from training in 2018 compared with the number of those staff still on the job as of April 2019.**

Item was tabled.

7. **Follow-up report from the Probation Department regarding specifics on programming in camps and halls such as schedules.**

The Commission made the following inquiries regarding services/programs offered in camps and halls:

- What tools are in places to measure program outcomes?
Dalila Alcantara, Bureau Chief informed the Commission that there is currently a unit being created to conduct assessments and follow-ups on programs.
- Who conducts college courses?
Jocelyn Roman, Probation Director answered (for the halls) East Los Angeles college and online courses.
- What are the deciding factors in determining which youth receive services/programs?
Director Roman provided factors such as availability of programs, staff rotation, and volume of participants request a specific program/service. There are also services for youth on 1:1 supervision.
- Are all college courses pre-requisites or life skills?
Bureau Chief Alcantara confirmed college pre-requisite college courses are available.
- How does Probation provide adequate programs with current staffing issue?
Director Roman stated that a new class of Detention Services Officers and Group Night Supervisors will commence in December.
- The Commission inquired about Camp Kilpatrick's limited sport programs.
Bureau Chief Alcantara informed the Commission that the youth are now at Challenger and have more sport programs available.
- Does Probation seek services/programs on their own and who is responsible for linking the minors to each service/program?
Director Roman informed the Commission that Probation is proactive in seeking services/programs and conducts monthly meetings to vet potential services/programs. For the majority, field Deputy Probation Officers in collaboration with the courts are the parties responsible for linking services/programs with the youth.
- The Commission recognized the first youth to receive an Associate's Degree.

However, what happens to youths in the R.S. program and what happens to their services/programs, once they transfer to camp?

Director Rojas indicated there are options available, such as; conducting MDTs and/or a request is made to the court to allow the youth to remain in the halls to continue with the service/program. Also, the camp will attempt to match a similar service/program.

- When will the youth of Kilpatrick be returning and how many?
Bureau Chief Alcantara inform the Commission that 20-30 youth should return to camp by late October.
- The Commission advised Probation to set up protocols for CBOs. One of the protocols should be to allow services/programs to be transferred with the youth; CBO training should mirror Probation staff training.
- Why did Camp Kilpatrick close and why has there been a delay in reopening it?
Bureau Chief Alcantara informed the Commission that the issue is a result from a fire which caused water damaged.
- The Commission expressed concern about the limited availability of Anti-gang services/programs.
Director Roman explained the issue is trying to provide a wide range of services/programs that interest most of the youth. These services/programs are voluntary and cannot be forced on youth.

Speaker(s): Dalila Alcantara, Detention Services Bureau Chief;
Jocelyn Roman, Probation Director at Central Juvenile Hall;
Raelene Rojas, Probation Director at Barry J. Nidorf Juvenile Hall

Action Item(s): Jocelyn Roman to provide the Commission with a two-week snap shot of programs offered at Central Juvenile Hall to include point of contact information of the program lead, number of youth who attended the program, and an updated list of programs offered.

Probation to provide a catalog of all college course offered to the youth.

Director Roman to provide Commission with status of two filed youth grievances.

Probation to provide additional information regarding Individual Family Therapy offered in camps.

The Commission will conduct routine inquiries and discussion on the topics listed above, and will take action, as necessary, such as receiving reports and other materials.

IV. NEW BUSINESS

Commissioner Gardner request to submit any unresolved inquires via email and he will add them to the agenda.

8. Distribution of letter to the Chief regarding conditions at Barry J. Nidorf Juvenile Hall.

The Commission inquired if there is a critical incident being conducted. Bureau Chief Alcantara confirmed there is an active administrative review.

Speaker(s): Dalila Alcantara, Detention Services Bureau Chief

Action Item(s): Probation to provide administrative review

V. COMMISSIONER REPORTS AND UPDATES

Commissioner Meredith reported problems with drugs and electronic pens being delivered to camps via drones.

The Commission also discussed sexual assaults and battery on female staff and the failure to report or act for fear on possible repercussions. The Commission referred to the high volume of staff on FMLA and the tone of the youth being in control. Bureau Chief, Dalila Alcantara, indicated that security and safety of staff is paramount and that the department is actively working with labor partners to find resolutions.

Commissioner Gardner reminded the Commission to provide formal reports addressing any inspection concerns by the first week of November.

Speaker(s): Dalila Alcantara, Detention Services Bureau Chief

Action Item(s): Policy, directives, and manuals to be delivered to Commissioner Meredith by June 1st.

VI. BUSINESS CONTINUED FROM PREVIOUS MEETING**9. Create list of top priorities for the Probation Oversight Commission**

Commissioner Seaver suggested each Commissioner submit a list of their top priorities. Then submit one collaborative list to the new oversight Commission.

VII. GENERAL PUBLIC COMMENT**10. 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.

DISCUSSION REGARDING PROPOSED TOPICS FOR NEXT MEETING SCHEDULED FOR MAY 23, 2019

11. Request to the Probation Department for monthly report on youth on youth and youth on staff incident reports for Camps and Halls.
12. Request to the Probation Department to provide training manual and information on number of master trainers at the Department.

VIII. ANNOUNCEMENTS

13. May 23 Probation Commission Meeting will be held at the Hall of Administration, Room 140 A

IX. ADJOURNMENT

The meeting was adjourned.