



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



**WebEx On-line Session
Thursday, August 13, 2020**

10:00 AM

Present: President Gardner, Commissioner Levine 1st Vice President, Commissioner Swartz 2nd Vice President, Commissioner Meredith, Commissioner Martinez-Sonoqui, Commissioner Yamashiro, Commissioner Caster, Commissioner Kaplan, Commissioner Shutan, Commissioner Herbon, Commissioner Zia, Commissioner Butler, Tom Faust, Dr. Damerla, Alex Zuideweg, Dalila Alcantara, Scott Sanders, Mark Garcia, Adam Wolfson, Adam Bettino, Ronald Barrett, Jennifer Kaufman, Deanna Carlisle, Anna Garcia, Jessica Ayala, and Ivon Garcia

Attachment: [Audio Transcript](#)

I. ADMINISTRATIVE MATTERS

Commission President Joe Gardner thanked everyone for their participation in this meeting, welcomed all and called the meeting to order. President Gardner announced that meetings are recorded and asked that everyone identify themselves prior to addressing the Commission.

1. Excused Absences: Daniel Seaver
2. Roll Call

II. APPROVAL OF MINUTES

3. The following meeting minutes were approved:
 - July 9, 2020

The Probation Commission will receive, exchange, distribute information, conduct discussion and take vote and action relevant to Item 3.

III. PROBATION DEPARTMENT

4. Update from Department leadership regarding current conditions in juvenile halls and camps including brief overview of service kiosks accessible to youth in camps.

The Probation Department (Probation or Department) communicated that the weekend of August 1st, 2020 Probation restarted in-person visiting at the camps and halls. Probation expressed special thanks to Commissioner Martinez for providing Central Juvenile Hall 340 face masks, 50 face shields and other sanitation gear on August 9th, 2020 in-person visiting

day. All proper efforts were followed as per Public Health and CDC guidelines and a comprehensive orientation was conducted with the parents to ensure social distancing was adhered to. Masks were provided to the visitors as well as hand sanitizing. As per Public Health guidelines, all visiting must be outdoors therefore Probation set up tents outside and chairs were placed six or more feet away from each other. The full intake process for visitors was tested by the Probation. First weekend at Barry J Nidorf Juvenile Hall had 49 parents and guardians visiting and 47 at Central Juvenile Hall (Central). Virtual web visiting number of visitors dropped by half the past weekend do to in person visitation. For parents with no transportation, phone visits and or virtual web visiting is still available.

The Department of Mental Health (DMH) has set up Tele-Health kiosks in the residential units in the Juvenile Halls. During the week of August 3, 2020 through August 7, 2020, 14 clinicians participated in these online sessions and 68 scheduled sessions, 78 were successful interactions. Some youth are refusing to meet with their therapists as they are allowed to. Central had 22 clinicians participate, 83 scheduled and 82 successful interactions (99% successful) one couldn't see his therapist (quarantine related). DMH has daily onsite clinicians as well.

Blue box system is utilized for youth to speak to their attorneys. Over the past few months, the number of youth seen by attorneys has increased.

The Department is working closely with the Archdiocese to try to resume in-person religious services; tentative start date is September 5th, 2020. The Department is still waiting for CDC guidance regarding religious visitation. It will probably be conducted outdoors with social distancing and masks.

Probation communicated an exciting pilot program at the halls called Pathways. This program will assist the transition from the Halls to Dorothy Kirby Center; wait time is 40 to 30 days.

Camp Afflerbaugh is on quarantine until August 19th, 2020, a staff had tested positive one week prior. In line with the virtual learning, camps have begun virtual bible studies. Swimming has been initiated and the Department is working with the Department of Parks and Recreation to find staff to provide swimming lessons for the youth. Camps are also working with gang reduction and youth development contractors who are working with the facilities to start scheduling and facilitating programs like Humans Relations, Resilience & Solidarity, Curriculum and have established a partnership with UPS to soon start a Leadership Academy for the youth for 6-8 weeks. Probation has also started to expand the community college partnerships through Long Beach City College.

The Commission asked how other religions are being accommodated and the statistics on the religious needs of the Probation Department.

Action Item(s): Probation to provide information statistics of the Departments religious services needs and who can provide those services. A new survey will be conducted and provided to the commission.

Probation to provide an update on Dorothy Kirby Center replacement furniture

Probation to provide Commission current visitation schedules.

5. Update and discussion of the status of the Probation Department Reserve Program.

The Probation Department informed the Commission that they are implementing a Reserve Deputy Probation Officer (RDPO) Academy that will begin September 1st, 2020 with a tentative graduation date of September 17th, 2020. Classes will be held evenings, three days a week and all measures will be followed to protect the everyone per Public Health and the CDC guidelines. The Academy will instruct fifteen (15) reserves at a time to ensure safe social distancing measures. Proper face masks will be provided to reserves and instructors. The next group will follow directly after the three weeks have been concluded for the first 15 reserves. The Probation Department mentioned Interim Chief Ray Leyva's support of the program.

The Commission asked the Probation Department how it will find placement for reserves that have been waiting for quite some time.

The Probation Department communicated that marketing tactics will be implemented to advertise internally with the Probation Department and externally with the community.

The Commission expressed their excitement about the progress that has been made towards this program in the last month. The Commission also would like to maintain a timeline of upcoming retirees that might be interested and returning as a reserve. The Commission would like to see documentation or materials on the reserve program.

Action Item(s): *60 day report back on to discuss the progress made for RDPO program. This timeframe was set to allow the first class to have graduated and to invite a few graduates into the meeting so they might share their experience.*

The Commissioners would like a report from Probation about work that has been completed by the reserves to share with the community and assist in determining how we can better support them.

6. General report from Deputy Director Ron Barrett of Internal Affairs regarding investigations into allegations that Probation staff committed timekeeping fraud.

Deputy Director, Ron Barrett, shared statistics of workers' compensation case and timecard fraud investigations. Mr. Barrett also shared the measures supervisors are taking to monitor and ensure staff are reporting their time accurately during Covid-19. He discussed surveillance as carried out by special projects team. If the Department sees fraud, they will pursue filing criminal charges with the District Attorney's Office.

The Commission would like to see the Probation Departments staff be informed of cases that are filed with the District Attorney's Office to deter staff from committing time fraud.

The Commission requested to know if Internal Affairs if adequately staffed to handle the fraud allegations. Probation mentioned that resources might be needed for the third-party administrator investigations however; in terms of the allegations submitted to his bureau for investigations he is adequately staffed.

Action Item(s): Ron Barrett to provide Commission with report of the stats of the same cases broken up by sworn versus non-sworn.

Probation to provide Commission with the number of allegations of workers' compensation fraud claims.

7. Response from the Probation Department Human Resources regarding testing of field staff for COVID 19, including briefing on recent changes to the Health Insurance Portability and Accountability Act (H.I.P.A.A.)

Deanna Carlisle, Probation Department Human Resources Manager, stated that the Department does not require testing. If someone else tests them, then the staff are required to provide that information. If the employee reports a positive test result, then the Department would do contact assessment (tracing). If an employee reports they have been exposed then the Probation Department follows Public Health's contact guidelines for exposure, 14 days from close contact; six feet or closer for 15 minutes or more or direct contact with an infectious secretion (sneeze, cough, etc.) then they are quarantined and if needed their area of work would be deep cleaned and disinfected. A general notification will go out to the staff. Clients that go into one of the halls get their temperature checked and are asked a series of screening questions.

The Commission expressed concerns with regards to no process in place for asymptomatic people and requested that the Commissioners communicate to the Board of Supervisors about this subject as the current process doesn't protect youth and staff safety against asymptomatic people.

The Commission asked how often deep cleaning is conducted. Probation informed the Commission that ISD conducts deep cleaning; Probation does so as well. Deep cleaning is usually conducted the same day or less than 30 hours after a report is made. Probation staff clean equipment at each interchange.

8. Trailing agenda item continued from previous meeting to be addressed as the Probation Department obtains more information. These items will be in future agendas.
- Budgetary cuts by percentage
 - Where would cuts be made?
 - Freezing positions?
 - Freezing programs?
 - Delayed procurements?
 - The impacts of transition of DJJ custody services to the supervision of LA County.
 - a. Public Safety Concerns (DJJ ages goes to age 25)
 - b. Custody management (Need to increase training from current BCSC Juvenile Core Course?)
 - c. Field Supervision (Similar to how PCRS/AB109 is done or like currently done by Juvenile Field Services?)
 - d. Fiscal Impact (any state reimbursement? Cost to county? Revenue source?)
 - e. Facility needs (Upgrades for handling a higher risk population)

- f. Anticipated numbers - 70+- as stated by Deputy Director Cotton on 6-11-2020
- g. Types of offenses (Usually very serious felony crimes)
- h. Mental Health issues
- i. Alternatives to incarceration
- SB 889 (Proposed legislation changing minors to youth)
 - a. Makes Juvenile prosecution and juvenile 19 and under
 - b. How to use facilities to keep 18+ separate from those 17 and under
 - c. Fiscal Impact due to adding 18 and 19-year-old the Juvenile System, (any state reimbursement? Cost to county? Revenue source?)
- Education planning for new arrivals from DJJ - high school diplomas for those who have not gotten already; college courses for others.
- Community service providers that they are working with to provide services both within the facilities, and once youth are released:
 - a. Job training/placement.
 - b. Mental health support.
 - c. Drug and alcohol support.
 - d. General re-entry preparation.
- Family counseling

Trailing agenda item continued from previous meeting to be addressed as the Probation Department obtains more information; these items will be on future agendas.

No further comments by the Commission in this area.

***Action Item(s):** Robert Smythe, Administrative Deputy, to provide Commission with budget information after supplemental budget season concludes(September 2020)*

The Probation Commission will receive, exchange, distribute information, conduct discussion, and take possible action relevant to items 4 through 8.

IV. GENERAL PUBLIC COMMENT

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 allocation of time.

No public comments were submitted.

The Probation Commission will receive, exchange, distribute information, conduct discussion and take possible action relevant to item 9.

BUSINESS CONTINUED FROM PREVIOUS MEETING**V. COMMISSIONER REPORTS AND UPDATES**

Commission President, Joe Gardner, shared the need for Commission site visits to continue. He asked that the Commission work with Probation to schedule visits and complete reports for those visits. He shared his conversation with the Board of State and Community Relations and was informed by them that the site visits are mandated and must be completed. Some Commissioners expressed concerns due to the unsafe screening of staff for Covid-19. They will send questions to the various facilities as created by Deputy Director, Tom Faust. The Commission requested a list of points of contact for camps and halls to schedule site visits.

Action Item(s): Probation to provide Commission with contact information for camps and halls

9. Developments regarding search for new Chief Probation Officer

The Commission requested official updates of the selection of CEO. Commissioner Joe Gardner will investigate obtaining some information.

Commissioner Gardner urged the Commission to attend the Townhall meeting regarding the search for Chief Probation Officer.

The Probation Commission will receive, exchange, distribute information, conduct discussion and take possible action relevant to COMMISSIONER REPORTS AND UPDATES.

VI. NEW BUSINESS

Discussion regarding proposed topics for next meeting, scheduled for August 27, 2020.

The Probation Commission will receive, exchange, distribute information, conduct discussion and take possible action relevant to NEW BUSINESS and proposed topics next meeting.

VII. ANNOUNCEMENTS

August 27, 2020 meeting will be held virtually.

X. ADJOURNMENT

August 24 is the anniversary of the loss of Los Angeles County Fire Department/Probation Crew 4-4. The meeting was adjourned at 12:16 P.M. in honor of the eight Probation crew members who perished in the "Canyon" wildfire.