



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



WebEx On-line Session

Thursday, July 9, 2020

10:00 AM

Present: President Joe Gardner, Commissioner Levine 1st Vice President, Commissioner Swartz 2nd Vice President, Commissioner Meredith, Commissioner Herbon, Commissioner Seaver, Commissioner Martinez-Sonoqui, Commissioner Butler, Commissioner Yamashiro, Commissioner Caster, Commissioner Mitchell, Commissioner Kaplan, Commissioner Shutan, Max Huntsman, Inspector General, Dana Bolt, Dara Williams, Daisy Alarcon, Sheila Mitchell, Robert Smythe, Jennifer Kaufman, Anna Garcia and Jessica Ayala

Attachment: [Audio Transcript](#)

I. ADMINISTRATIVE MATTERS

Commission President Joe Gardner 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: None
2. Roll Call

II. APPROVAL OF MINUTES

3. The following meeting minutes were approved:

- June 25, 2020

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

III. COUNTY OF LOS ANGELES OFFICE OF INSPECTOR GENERAL

4. Presentation by Inspector General Max Huntsman to discuss work by the Commission that might be helpful in moving towards the implementation of the Probation Oversight Commission, including discussion about the Commission starting the process of engaging the public and Probation Department on next steps to setting up options for alternatives to custody.

Max Huntsman, County of Los Angeles Office of Inspector General (OIG), provided an overview of his inspection of camps to assess the spread of COVID. The Board of Supervisors (BOS) passed a motion to move forward with the new Probation Oversight Commission (POC). The new Commission will have robust oversight that can insist on the receipt of information and an investigative arm. The OIG is reviewing the re-evaluation of discipline cases and are collaborating with County Counsel. The BOS voted to close the Men's Central Jail and move towards Alternatives for Incarceration (ATI) initiative; Probation is also moving towards offering similar alternatives. ATI offers alternative programs other than incarceration based on the severity of the crime, rehabilitate, and reduce recidivism.

The Commission asked if there were any glaring concerns during the OIG's visit of camp and what the timeline to implement the new POC will be. In March the OIG found that there was a lack of cleanliness due to curtailment of cleaning materials because of concerns youth will damage cleaning material receptacles in congregate living units and failure to test staff. The other concern was lack of services (mental health, education, etc.) offered to youth at the beginning of the outbreak but have since found alternatives to restoring those services and programs. Mr. Huntsman indicated that the timeline for filling POC positions would be lengthy; the funding is anticipated to be approved in September of 2020 (supplemental budget) and the search for director will begin immediately; however, all other positions civil service positions are subject to Civil Service rules.

The Commission questioned who will ensure that the LA Model will be enforced when Kilpatrick opens. The Commission stated that JJCPA has a large amount money not being disbursed to community-based organizations to offer much needed wrap around services. Mr. Huntsman suggested that the current Commission produce a targeted one-page report of recommendations of programs that have proven to produce outcomes. The Commission agreed to share past priority lists with Mr. Huntsman and his team.

Action item(s): Anna to provide OIG contact information to Commissioners

Speaker(s): Max Huntsman, Office of Inspector General

IV. PROBATION DEPARTMENT

5. Update from Department leadership regarding current conditions in juvenile halls and camps.

The Probation Department (Probation or Department) provided an update regarding the soft reopening of juvenile halls and camps. Probation is collaborating with the Department of Public Health to allow limited in person parent visitation with strict guidelines. Protocols include keeping social distance, coordinating staggered visitation times, clients being held in quarantine will not be able to participate until negative tests are cleared. Safety procedures screenings will include temperature checks, enforced mask wearing, questionnaire assessments, no contact visitations, and social distance markings. The Commission recommended a regular testing schedule for staff; however, the Department stated that testing isn't available. Probation stated that staff are mandated to wear masks and gloves.

The Commission inquired if contraband findings have subsided since outside visitation has halted. The Department stated that there have been no reports of contraband within the last three months other than makeshift weapons made by youth.

The Commission inquired about the ability for youth to connect with families, attorneys, and other service providers via online platforms. The youth have been provided with the opportunity to virtual visitation via WebEx, and other various platforms.

Speaker(s): Jennifer Kaufman, RTSB Bureau Chief

Action Item(s): Jennifer Kaufman to provide Commission with virtual visitation protocol

6. Protocol for involving parents/guardians in children's medical care by Probation Health Services.

The Department of Health Services (DHS) was unavailable to speak on this topic and will make themselves available at the following meeting to discuss.

The following is a timeline of communication with DHS:

- 2020-07-02 – Agenda finalized by County Counsel and submitted by Commission President
- 2020-07-05 – Tom Faust requested that Dalila Alcantara reach out to DHS requesting their participation
- 2020-07-05 – Ms. Alcantara indicated that Dr. David Oh, Interim Medical Director, will be unavailable to attend due to a scheduling conflict
- 2020-07-06 – Commission requested follow up with DHS representative to speak at July 9 Commission meeting
- 2020-07-07 – Email was sent to DHS requesting someone speak at July 9 meeting
- 2020-07-07 – Dr. Oh indicated that he and his staff had a scheduling conflict and would be unable to attend the July 9 meeting
- 2020-07-09 – Dr. Oh sent the Commission a letter entitled Juvenile Court Health Services letter to Probation Commission regarding parent notification

The Commission is requesting an inquiry of the medical unit within Probation Department and the Department's policy on how it employs treating youth medically for behavior modification regime and the types of medication being used such as estrogen. The Commission expressed concern about the treatment and administration of drugs without parental consent. The Commission would also like clarity on whose policy is being questioned, Probation or DHS and stated that since this is related to pending litigation there may be other forums for this type of discussion. The Commission requested to attach the Witness LA article be reflected in the minutes.

Attachment(s): [Witness LA Article](#)

Action item(s): Commissioner Gardner to prepare a letter to DHS regarding litigation concerns.

Speaker(s): Max Huntsman, Office of Inspector General
Sheila Mitchell, Chief Deputy Probation Officer

7. Trailing agenda item to be addressed as information becomes known to the Probation Department.
- 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)
 - 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 youth - 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

Dr. Diana Velasquez, Los Angeles County Office of Education (LACOE) Director, provided a brief update regarding incoming DJJ students. These students will participate in the instructional program with some variations. Placement will be based on grade level and on credits received and in collaboration with their academic, transitional, and behavior counselors. LACOE is planning on providing college-oriented courses, career technical education, internships opportunities, and educational services. The Commission offered to assist with connecting LACOE with additional educational resources.

Speaker(s): Diana Velasquez, Director LACOE
Jennifer Kaufman, RTSB Bureau Chief

The Probation Commission will receive, exchange, distribute information, conduct discussion and take vote and action relevant to items 4 - 7

V. GENERAL PUBLIC COMMENT

8. 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.

None provided.

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

VI. BUSINESS CONTINUED FROM PREVIOUS MEETING

None provided

VII. REPORTS AND UPDATES

Commissioner Mitchell announced an opportunity for Rental Assistance for City of Los Angeles residents for up to a six-month period. The program is for low income residents and does not require citizenship to qualify.

The search for Executive Director of Alternatives for Incarceration opened July 9th. The Commission encouraged qualified candidates to apply.

Attachment(s): [Rental Assistance Flyer](#)

Action item(s): Anna Garcia to send Commission Rental Assistance and Executive Director bulletin information.

Jennifer Kaufman to disseminate Rental Assistance program information to Probation Officers to share with client families.

VIII. NEW BUSINESS

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

Discussion regarding proposed topics for next meeting, scheduled for July 23, 2020:

Reserve Deputy Probation Officer Program update.

Deputy Director Ron Barrett to attend on July 23, 2020 to report on the percentage numbers of the actual charges that were filed against staff that were committing fraudulent

use of time and to include the percentage of each facility of staff that were using FMLA time or staff that were out on IA.

Dr. Jonathan Sherin is scheduled to attend next meeting to discuss enhancing safety within Probation Department facilities and improving the care of minors suffering from of mental illness.

Dr. David Oh is scheduled to attend the next meeting to discuss the protocol for involving parents/guardians in children's medical care by Probation Health Services.

IX. ANNOUNCEMENTS

July 23, 2020 meeting will be held virtually.

X. ADJOURNMENT

The meeting was adjourned at 11:54 A.M.