

**SAN BERNARDINO COUNTY PROBATION DEPARTMENT**  
**JUVENILE JUSTICE COORDINATING COUNCIL**  
 Probation Administration, 175 West Fifth St., 4<sup>th</sup> Floor Room 401  
 August 2, 2016

**CHAIR: Chief Michelle Scray Brown (909) 387-5693**

**COORDINATOR: Stephanie Roque, DDII (909) 387-5918**

**MEMBERS PRESENT: Honorable Annemarie Pace, Allison Cunningham, Phyllis Moore, Don Pezza, Eric Raley, Stephanie Roque, Pamela Schram, Dan Silverman, Earl Smith and Cheryl St. Louis**

TOPIC	DISCUSSION	ACTION
<b>Introductions &amp; Opening Remarks</b>	<p>Meeting called to order at 2:05 pm.</p> <p>Ms. S. Roque advised all in attendance that the Chief was not able to make the meeting today; she will act as Chair in her absence.</p> <p>A change will be in effect beginning with this meeting's minutes to include all members' names that were present.</p>	
<b>Review &amp; Approval of Minutes</b>	<p>A motion to approve the meeting minutes from May 3, 2016, made by Mr. E. Smith and seconded by Ms. A. Cunningham. Minutes approved as corrected, by all unanimously.</p>	
<b>Financial Report</b>	<p>Ms. C. St. Louis reported (handout given to committee for review) a review of operating costs and expected revenue, and information regarding the L.E.T. program. We did pretty well this year. We are still waiting on some results from social workers.</p> <p>Ms. P. Morris states we opened up the recruitment again so that part is extended; we are waiting on a list from Human Resources to do the interviews.</p>	
<b>Counseling Update</b>	<p>Ms. S. Roque reports we had two providers that met their identified allocated amounts last month; the contract is in effect until February 2017. We needed to go back to the Board of Supervisors (BOS) for those amendments; which were approved on July 12, 2016. The two providers can continue providing services. The counseling procurement process will begin next month.</p>	

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<b>Tutoring Update</b>	<p>Ms. S. Roque informed the committee that eleven (11) contracts were approved by the BOS on June 14, 2016, however two have not provided required insurance endorsements as of yet. This is more than we have had in the past. These contracts are for the period of July 1, 2016 through June 30, 2019. These providers will provide services in all geographic regions in the County.</p> <p>Something new that will be starting this year, our Research Unit will be tracking:</p> <ul style="list-style-type: none"> <li>- Number of youth serviced</li> <li>- Tests score outcomes (pre/mid/post)</li> <li>- Number hours of tutoring</li> <li>- Provider outcomes</li> <li>- Identify subjects (math/english/reading/etc.)</li> </ul> <p>Another new component will be starting with this contract. We will have a regional meeting where Probation Officers from all regions can come to one area which will be held at the Youth Justice Center (YJC), to meet the counseling providers. We have invited the nine providers to come give a 3-5 minute presentation to the representatives from each probation office. This will allow referrals for all providers and inform Probation Officers which areas they will service. Meeting is scheduled for August 4, 2016 from 9am – 11am @ YJC.</p>	
<b>School Probation Officer Program</b>	<p>Ms. S. Roque stated we had 14 Districts/Contracts approved by the BOS on June 28, 2016. Contract year is from July 1, 2016 through June 30, 2017. We have 25 School Probation Officers and they are all ready to go. There are a couple of vacant positions that should be filled this month.</p>	
<b>L.E.T Update</b>	<p>Mr. D. Pezza reports, business is as usual.</p> <p>Mr. E. Smith from San Bernardino Superintendent of Schools is developing an online resource manual that parent and students can access after the SARB's.</p>	
<b>Roundtable</b>	<p>Ms. A. Cunningham states the Director of Behavior Health, CaSonya Thomas was promoted to Assistant Executive Officer of Human Services.</p> <p>Mr. E. Smith will forward information regarding yearly meeting with gang task force.</p>	

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<b>Next Meeting</b>	The next meeting will be on August 3, 2016 at San Bernardino City Schools, there will also be one at the Sheriff's Station on 3 <sup>rd</sup> Street, one in the High Desert and one in the West End.  Meeting Adjourned at 2:25pm. The next meeting is scheduled for October 25, 2016.	