



Ashlyn Canez
Chief Probation Officer

San Benito County Probation Department
400 Monterey Street
Hollister, CA 95023
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Community Corrections Partnership (CCP) November 16, 2023

**Meeting location: San Benito County Sheriff's Office
2301 Technology Pkwy, 2nd Floor Conference Room
Hollister, CA 95023**

MINUTES

Members Present:

Ashlyn Canez, Chief Probation Officer *
Joel Buckingham, District Attorney *
Carlos Reynoso, Hollister PD Chief *
Patricia Salcedo, Victim Witness Program

Judge Omar Rodriguez, Superior Court *
Eric Taylor, SBC Sheriff *
Mindy Sotelo, SBC Supervisor

Members Not Present:

Dana Edgull, Director Behavioral Health *
Diane Ortiz, Youth Alliance
Krystal Lomanto, SBC Office of Education

Jeremy Snell, Public Defender *
Tracy Belton, Health & Human Services
Enrique Arreola, CSWD

(*Executive Committee)

1. Call Meeting to Order:

Chief Probation Officer Ashlyn Canez called the meeting to order at 9:36 a.m.

2. Roll Call:

Roll call was taken by Karen Dozal, Probation Secretary.

3. Acknowledgement of the Certificate of Posting (Motion):

Eric Taylor motioned to acknowledge the Certificate of Posting, seconded by Joel Buckingham.

4. Public Forum:

None.

5. Minutes of September 13, 2023 (Motion):

Joel Buckingham made a motion to approve CCP regular meeting minutes of September 13, 2023; motion was seconded by Eric Taylor.

Motion: 4:0

Abstained 1:0

6. AB 109 Budget Updated:

Lorraine Carrasquillo provided an update on the AB 109 budget. The FY 22-23 budget has been reconciled. Probation has not yet received the State allotment for the estimated FY 23-24 budget.

Lorraine presented a financial overview of budget details (financial worksheets attached).

FY 22-23 Revenue

Community Corrections Revenue: \$2,515,616.49

Growth Revenue: \$334,215.55

Community Partnership Plan Incentive: \$100,000.00

Adjustments: \$268,977.42

Total: \$3,218,809.46

FY 22-23 On-going Expenditures

Allocation: \$2,515,616.49

Expenditures: -\$1,786,158.62

Reserve: \$729,457.87

FY 22-23 Carry-over Funds / Expenditures

Balance FY 21-22: \$1,269,102.00

Expenditures: -\$92,984.81

Reserve: \$1,176,117.19

FY 22-23 Reconciliation

Carry-over Expenditures: \$92,984.81

On-going Operations: \$1,786,158.62

State Revenue: (\$2,515,616.49)

Reserve/Transfer In: (\$380,620.24)

Growth Revenue: (\$334,215.55)

Community Partnership Plan Incentive: (\$100,000.00)

7. Probation – Proposal for 3 FTE Juvenile Institution Officer Positions:

Ashlyn Canez spoke on behalf of the Probation Department to put forth a proposal to request approval to fund three full-time Juvenile Institution Officer (JIO) positions to increase staffing at the Youth Services Center (YSC) facility. The facility has operated with the same number of staff at the facility for several years. It has been challenging to provide consistency and robust programming for our youth. Probation has met Title 15 regulations by mandating deputy probation officers to cover shifts at the facility. This will alleviate the need to mandate DPO's and provide stabilization for incarcerated youth and their needs.

Joel Buckingham moved to approve the proposal for 3 FTE Juvenile Institution Officer positions for a total cost not to exceed \$253,550.00; motion was seconded by Eric Taylor. Ashlyn Canez abstained from voting.

Motion: 4:0

Abstained 1:0

8. Public Safety Realignment Plan Updates:

Ashlyn Canez talked about the Public Safety Realignment Plan which is the CCP plan that is tied to the \$100,000.00 incentive we receive each year. It is very important we complete all updates on the 2024 plan and submit it by the deadline of December 15, 2023. The 2024 executive member positions have been revised. Probation will be adding information for the budget, but we need each department to review the plan and verify if there's any section that needs updating. Please provide your updates to Lorraine Carrasquillo by December 6, 2023.

9. Round Table:

None.

10. Schedule Next CCP Meeting:

The next CCP meeting will be on January 18, 2024 at 10:00 a.m.

11. Meeting Adjourned:

A motion to adjourn the meeting was made by Joel Buckingham and seconded by Eric Taylor. The meeting was adjourned at 10:33 a.m. by Ashlyn Canez.

Respectfully submitted,



Karen Dozal, Secretary
San Benito County Probation Dept.

AB109 PROPOSED BUDGET FOR FY 2022-2023

Ongoing Operations

FY2022-23 Allocation (Estimated): **\$2,532,462**

Domain	Agency	Detail	2022-23 Budgeted Expenditures	2022-23 Actual Expenditures	Difference
SUPPRESSION	Probation	Staff Analyst	\$ 115,602.16	\$2,190.38	\$113,411.78
	District Attorney	Deputy District Attorney (.5 FTE)	\$ 67,733.73	\$67,733.73	\$0.00
	District Attorney	Legal Admin. Asst. II	\$ 34,005.00	\$34,005.00	\$0.00
INTERVENTION	Probation	Consultant -- Probation	\$ 38,600.00	\$18,330.00	\$20,270.00
	Youth Alliance	Parent Project - Family Counseling	\$ 70,000.00	\$65,312.63	\$4,687.37
	Gavilan College	Academic Counselor	\$ 20,000.00	\$20,000.00	\$0.00
	Sheriff's Office	Northpointe, Inc./Equivant COMPAS Cloud	\$ 19,687.50	\$19,687.50	\$0.00
	Probation x 2	Probation Officer (2)	\$ 237,739.00	\$200,332.29	\$37,406.71
	Probation Aides x 2	Probation Aide (2)	\$ 165,440.00	\$80,722.88	\$84,717.12
	Probation	Office Assistant II	\$ 68,754.78	\$ 64,821.58	\$3,933.20
	Various	Misc. Direct Aid (Drivers Lic., Birth Cert. and Prgm. Incentives)	\$ 1,000.00		\$1,000.00
CUSTODY	Sheriff's Office	Correctional Officers x 6	\$ 570,001.82	\$289,262.94	\$280,738.88
	Probation/Sheriff	Electronic Monitoring Program	\$ 80,000.00	\$42,174.99	\$37,825.01
	Sheriff	Transcend - Anger Management	\$ 15,540.00	\$13,950.00	\$1,590.00
	Sheriff's Office	VERUS - LEO Technologies	\$ 38,114.00	\$ -	\$38,114.00
	Sheriff's Office	Growing Hearts	\$ 24,618.00	\$ 10,223.50	\$14,394.50
	Sheriff's Office/Jail	Family Accountability Program	\$ 27,040.00	\$ 1,820.00	\$25,220.00
JAIL CONSTRUCTION LOAN	County Administration	Jail Project Loan Repayment (\$250,000 x 20 years)	\$ 250,000	\$ 250,000.00	\$0.00
REENTRY PROGRAM	Probation	Reentry Program Manager	\$ 154,339.71	\$ 154,339.71	\$0.00
	Probation	Reentry Case Manager	\$ 83,834.82	\$ 55,552.71	\$28,282.11
	Probation	.5 F.T.E. Mental Health Clinician	\$ 70,000.00	\$ -	\$70,000.00
INTELLEGENGE TEAM Special Intelligence Unit	Supervision of the Group	.5 FTE	\$ 70,000.00	\$ -	\$70,000.00
	Vehicle	2 - Undercover Vehicles Lease	\$ 18,000.00	\$ 15,902.25	\$2,097.75
	District Attorney	2 - .5- P.T.E. DA Investigators	\$ 163,405.93	\$ 163,405.93	\$0.00
	Information Technology (IT)	1-F.T.E. Information Technology III (IT)	\$ 95,734.00	\$ 13,880.00	\$81,854.00
	Probation	1-F.T.E. Deputy Probation Officer	\$ 107,207.98	\$ 84,035.79	\$23,172.19
	Sheriff's Office	1-F.T.E. Sheriff Deputy	\$ 107,933.81	\$ 107,933.81	\$0.00
	Hollister PD	1-F.T.E. Police Officer	\$ 135,000.00	\$ -	\$135,000.00
	Services & Supplies	Training, Office Supplies, Travel	\$ 63,750.00	\$ 10,541.00	\$53,209.00
		TOTAL Expenses	\$ 2,913,082.24	\$ 1,786,158.62	\$1,126,923.62
		State Revenue	\$ 2,532,462.00	\$ 2,515,616.49	
		Reserve - Transfer In	\$ 380,620.24	\$ (729,457.87)	

AB109 BUDGET FOR FY 2022-2023

Allocation of "Carryover" funds

Balance Carried Forward: \$1,269,102

Balance Forwarded from FY21/22 Ongoing	\$	358,098
Balance Forwarded from FY21/22 Carryover	\$	911,004
TOTAL:	\$	1,269,102

Detail	Fiscal Year	2022-23 Estimated Budgeted Expenditures	2022-23 Actual Expenditures	Difference
Assessment Tool (Noble) (2 year total until FY 24/25) \$33,970 / 2 = \$16,985.00	FY 22/23	\$16,985.00	16,985.00	\$0.00
Undercover Vehicle Purchase - Gang Intelligence	FY 22/23	\$51,391.20	48,915.84	\$2,475.36
Moral Reconciliation Therapy (MRT)	FY 22/23	\$2,587.20	2,587.20	\$0.00
MRT Materials	FY 22/23	\$1,738.60	1,738.60	\$0.00
DNA Testing and Database	FY 22/23	\$10,000.00	10,000.00	\$0.00
Cage Vehicle Cost - Probation/SIU	FY 22/23	\$14,797.00		\$14,797.00
Cage Vehicle Cost - Sheriff/SIU	FY 22/23	\$17,055.86	12,758.17	\$4,297.69
TOTAL EXPENDITURES:		\$114,554.86	92,984.81	\$21,570.05
Balance Forward Ongoing & Carryover:		\$1,269,102.00	1,269,102.00	
Reserve:		(\$1,154,547.14)	(1,176,117.19)	\$ 21,570.05
TOTAL:		\$1,269,102.00		



San Benito County Probation Department

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Ashlyn Canez
Chief Probation Officer

MEMO

DATE: October 13, 2023

TO: Community Corrections Partnership (CCP) Executive Committee

FROM: Ashlyn A. Canez, Chief Probation Officer

RE: Proposal for 3 FTE Juvenile Institution Officer positions

The San Benito County Youth Services Center (YSC) operates 24 hours a day, 7 days a week for delinquent youth requiring secure detention. The YSC facility currently operates with one (1) program manager, one (1) secretary, four (4) supervisors, and six (6) juvenile institution officers for a total of 12 staff members (see Attachment A).

Historically, the YSC has utilized extra-help juvenile institution officers (JIO's) to supplement the facility as needed to ensure minimum standards pursuant to Board of State and Community Corrections (BSCC) Title 15 regulations are met (see Attachment B). Extra help JIO's are limited in their capacity because they do not possess the necessary training certifications (Juvenile Corrections Core and 832 PC) to supervise youth alone. This past practice of using extra-help JIO's has been wholly insufficient for current operations and has resulted in a number of non-compliance issues since December of 2022. Due to the limited capacity that extra help JIO's are able to serve in, staffing shortages, and other unforeseen circumstances, extreme measures have required the mandating of deputy probation officers and program managers to cover shift work at the YSC.

The YSC's rehabilitative programming requirements have increased due to changes in legislation, particularly as a result of Senate Bill 823. SB 823 resulted in the closure of the Division of Juvenile Justice and placed responsibility back on county probation departments to provide adequate care, custody, control, and programming needs of secure track treatment youth up until the age of 25. The increased demand of services provided by YSC staff extends beyond the typical strength-based programming and educational programming offered to youth historically.

YSC is committed to addressing the treatment and service needs of youth, providing them with skills and resources for successful reintegration into the community. YSC is committed to addressing the needs of incarcerated youth through a trauma-

informed lens and the implementation of evidence-based programming all while balancing public safety. The YSC is undergoing a number of facility upgrades that focus on providing care in a home-like environment. Additional programming has been sought to address workforce development, substance use treatment, mental health services, family engagement, and higher education.

San Benito County continues to grow at a moderate pace and there has been no shortage of crimes committed in the community. In reviewing the annual county budget plans for the last 10+ years, the staffing plan at the YSC has remained authorized at 12 FTE positions with six (6) of those being dedicated to JIO's. In spite of legislative changes, changes in Title 15 regulations, and growing demands from the state, there has been no increase in staffing, and the total number of authorized positions has remained at 12.

I humbly come before the Community Corrections Partnership and request support and approval to increase staffing at the YSC by adding three additional full-time juvenile institution officer positions. This request will alleviate the need to utilize extra-help JIO's and will alleviate the need to mandate deputy probation officers from having to cover shifts at the YSC. It will provide stabilization for incarcerated youth and allow for the complex needs (increased prevalence of mental illness and substance use disorders) to be addressed.

This request aligns with standard use of AB109 funding and supports local needs and resources. Use of funds will maximize the effective investment of criminal justice resources in evidence-based correctional programs for youth and specifically transition aged youth (18-25) with the hopes of reducing the number of youths that cross over to the adult criminal system.

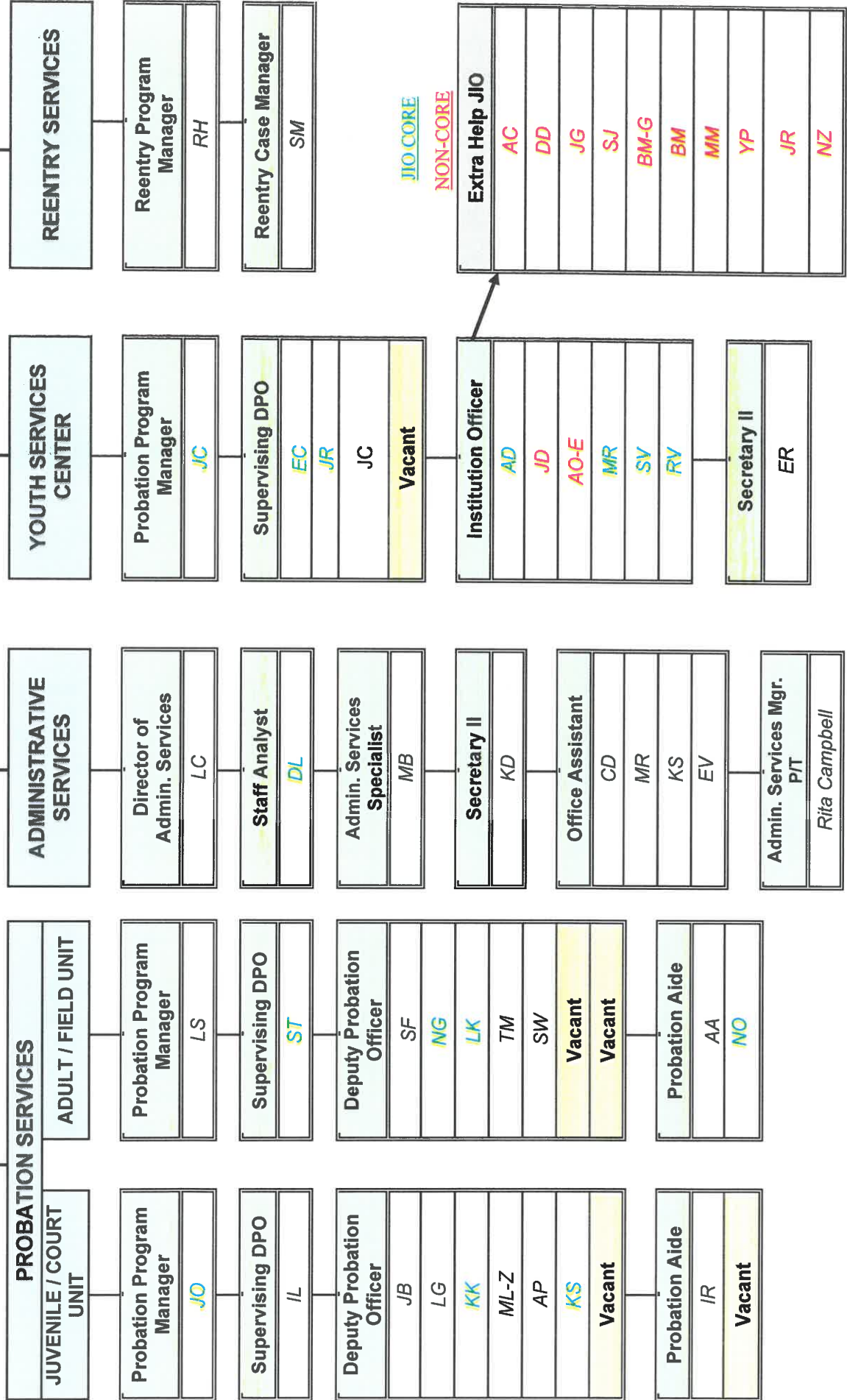
The total cost of adding three additional Juvenile Institution Officers is referenced below:

Title	Hourly rate	Each	Total (3 FTE JIO Positions)
JIO I / II Step C	\$21.45 to \$23.64	\$80,608.33 to \$84,516.38	Not to exceed \$253,550.00

Thank you for your consideration of this request.

CHIEF PROBATION OFFICER
ASHLYN A. CANEZ

ASSISTANT CHIEF PROBATION OFFICER
Vacant



ATTACHMENT B

BSCC Juvenile Title 15 Minimum Standards

§ 1321. Staffing.

Each juvenile facility shall:

(a) have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations;

(b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;

(c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;

(d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;

(e) have at least one staff member present on each living unit whenever there are youth in the living unit;

(f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;

(g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,

(h) assign sufficient youth supervision staff to provide continuous wide-awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:

(1) Juvenile Halls

(A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;

(B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;

(C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,

(D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.

(E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.

§ 1322. Youth Supervision Staff Orientation and Training.

(a) Prior to assuming any responsibilities each youth supervision staff member shall be properly oriented to their duties, including:

- (1) youth supervision duties;
- (2) scope of decisions they shall make;
- (3) the identity of their supervisor;
- (4) the identity of persons who are responsible to them;
- (5) persons to contact for decisions that are beyond their responsibility; and
- (6) ethical responsibilities.

(b) Prior to assuming any responsibility for the supervision of youth, each youth supervision staff member shall receive a minimum of 40 hours of facility-specific orientation, including:

- (1) individual and group supervision techniques;
- (2) regulations and policies relating to discipline and rights of youth pursuant to law and the provisions of this chapter;
- (3) basic health, sanitation and safety measures;
- (4) suicide prevention and response to suicide attempts
- (5) policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints;

- (6) review of policies and procedures referencing trauma and trauma-informed approaches;
- (7) procedures to follow in the event of emergencies;
- (8) routine security measures, including facility perimeter and grounds;
- (9) crisis intervention and mental health referrals to mental health services;
- (10) documentation; and
- (11) fire/life safety training

(c) Prior to assuming sole supervision of youth, each youth supervision staff member shall successfully complete the requirements of the Juvenile Corrections Officer Core Course pursuant to Penal Code Section 6035.

(d) Prior to exercising the powers of a peace officer youth supervision staff shall successfully complete training pursuant to Section 830 et seq. of the Penal Code.