



Ashlyn Canez  
Chief Probation Officer

## San Benito County Probation Department

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Hollister, CA 95023  
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John Oliveira  
Assistant Chief

# Community Corrections Partnership (CCP) January 25, 2024

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

## MINUTES

### Members Present:

Ashlyn Canez, Chief Probation Officer \*  
Eric Taylor, SBC Sheriff \*  
Patricia Salcedo, Victim Witness Program  
Mindy Sotelo, SBC Supervisor

Joel Buckingham, District Attorney \*  
Carlos Reynoso, Hollister PD Chief \*  
Dana Edgull, Director Behavioral Health\*  
Krystal Lomanto, SBC Office of Education

### Members Not Present:

Judge Omar Rodriguez \*  
Jeremy Snell, Public Defender \*  
Diane Ortiz, Youth Alliance

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 10:02 a.m.

### 2. Roll Call:

Roll call was taken by Karen Dozal, Probation Secretary.

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

District Attorney Joel Buckingham motioned to acknowledge the Certificate of Posting, seconded by Sheriff Eric Taylor, and all were in favor.

**4. Public Forum:**

None.

**5. Minutes 11-16-23 (Motion):**

Sheriff Eric Taylor made a motion to approve CCP regular meeting minutes of November 16, 2023; motion was seconded by District Attorney Joel Buckingham.

Motion: 4:0

Abstained: 1:0

**6. AB109 Budget Update:**

Lorraine Carrasquillo provided a spreadsheet of the AB 109 budget to review the revenue and financials. She said in December, we received the estimated amount of \$2,815,921.00 from the State for fiscal year 23-24.

**7. Budget Overview: Approve increase of ongoing salaries**

Lorraine Carrasquillo went over the AB 109 financials for last fiscal year 22-23 and said we will need to adjust some salaries due to updated union agreements salary increases. There are a couple of associations still in negotiation with the county, the Deputy Sheriff's Association, and the Institutions Association, of which we have a few positions that are funded by CCP. We will begin updating the increased amounts for those salaries once they have been finalized by the county. Lorraine asked the committee executive members to submit an updated amount to her for each of their department positions that are funded through CCP.

Lorraine reminded the committee to provide her with all updates on current on-going contracts that may have increased amounts. The committee also agreed to bring forth, in writing, any contracts that are terminating, to be reviewed at the next meeting.

Chief Canez spoke about the Special Intelligence Unit (SIU) and when it was initially put forth it was intended to have a task force commander or supervisor for this group. CCP approved to pay for a 0.5 FTE to fill this position. Since then, we have not filled that position and the team is not fully implemented currently. The Probation Department, the Sheriff's Office, and Hollister Police Department are working on getting their staff assigned. The District Attorney's office currently has an investigator assigned to SIU.

Chief Canez talked about the budgeted position on the 0.1 FTE Information Technology III (IT) position that is not currently filled. The job specifications for that position require an advanced level beyond an IT Tech; however, an updated proposal will be required to update the budgeted position with the job classification of a Network Engineer. Sheriff Taylor mentioned that the IT position that was approved by CCP was intended to be specifically dedicated to the public safety network.

**8. DA Proposal: Funding request for additional FTE DA Investigator Position (SIU):**

District Attorney Joel Buckingham stated that last year an investigator was assigned to the Special Intelligence Unit, and it's been a very positive development towards this collaboration. He would like to establish another investigator position to better respond to county investigations that involve our local agents. He is requesting funding for an additional 1 FTE DA Investigator position with reimbursement for overtime incurred. This position would help fulfill the mission of the SIU by focusing on training related to high tech warrants, drug trafficking interdiction and information analysis and assessment. Currently FY 23-24 costs associated with 1 FTE for a DA Investigator II position are approximately \$240,740 which is estimated to increase by as much as 6% over the next year in addition to an amount of \$10,000, for reimbursement of overtime costs. If overtime exceeds \$10,000 annually, the DA's office would cover that cost. This would be an ongoing financial commitment of the CCP.

Sheriff Eric Taylor made a motion to approve the District Attorney's proposal to fund an additional 1 FTE DA Investigator position and overtime cost for the SIU assignment; motion was seconded by Chief of Police, Carlos Reynoso.

Motion passed 5:0

Abstained 0:0

**9. Round Table:**

District Attorney Joel Buckingham announced that his office was awarded a five-year grant of \$200,000.00 annually of Federal funding.

Sheriff Eric Taylor thanked County Supervisor Mindy Sotelo for her service and support as County BOS Chair for the year of 2023.

**10. Schedule upcoming CCP Meeting:**

The next CCP meeting to be scheduled in March 2024, a date to be determined.

**11. Meeting Adjourned:**

A motion to adjourn the meeting was made by Chief of Police Carlos Reynoso and seconded by Chief Probation Officer Ashlyn Canez. The meeting was adjourned at 11:47 a.m. by Chief Canez.

Respectfully submitted,



Karen Dozal, Secretary  
San Benito County Probation Dept.



County of San Benito  
District Attorney's Office  
Joel Buckingham, District Attorney

January 12, 2024

Lorraine M. Carrasquillo, Director of Administrative Services  
San Benito County Probation Department  
400 Monterey St.  
Hollister, CA 95023

Re: CCP Funding Request For 1 Additional FTE for DAI position related to SIU assignment

To the Community Corrections Partnership:

The District Attorney's Office is seeking funding for 1 FTE for an additional DA Investigator Position, as well as reimbursement for overtime incurred as a result of SIU assignment. This position would backfill the position that was assigned by the District Attorney's Office to work with the Special Intelligence Unit and would help fulfill the mission of the SIU by focusing on training related to High Tech Warrants, Drug Trafficking Interdiction and Information Analysis and Assessment.

The District Attorney's Office began a temporary assignment of DA Investigator Brandon Mingus into SIU on October 16, 2023. The assignment of Brandon Mingus to SIU has according to the SIU team, Sheriff's Office and Investigator Mingus been highly positive and I am informed effective. The District Attorney's Office posits that continuing this arrangement on an indefinite basis is highly beneficial to the county, in that by contributing a full time employee to the SIU, SIU's ability set will be enhanced, and SIU will remain qualified for inclusion in Regional Task Force Agencies such as the South Bay Metro section of the Northern California High Intensity Drug Trafficking Area

The assignment of DA Investigator Mingus has created a substantial impact to the workload of the DA Investigative team to the extent that the office is looking to replace the position assigned to SIU. Additionally, DA Investigators are not usually in an assignment resulting in a substantial amount of overtime. DA Mingus's assignment has resulted in a substantial increase in overtime costs for the department.

DA Investigator Mingus was, prior to the SIU assignment, to be tasked with the vertical assignment of DV cases which is a requirement of a grant expected to come online in February of 2024. With the assignment of DAI Mingus to SIU, Inv. Casada has had to take on that workload. With DA Investigator Belton assigned to the SART Team, and child abuse cases and to review the associated SCAR reports the team has been substantially impacted in its ability to perform its regular tasks such as subpoena service, other investigation, and case follow-up. The team has in addition to their assignments also been engaged in Human Trafficking investigations and detection.



County of San Benito  
District Attorney's Office  
Joel Buckingham, District Attorney

Admittedly, the cost may be considered significant. Currently FY 23-24 costs associated with 1 FTE for a DA Investigator II position are approximately \$240,740 which is estimated to increase by as much as 6% over the next year. We would also be seeking a not to exceed amount of \$10,000, for reimbursement of overtime costs incurred by SIU assignment. If overtime exceeds \$10,000 annually, the DA's office would cover that cost. This would be an ongoing financial commitment of the CCP. We would need the funding to be ongoing as we are not seeking this to be a General Fund funded position.

Sincerely,

A handwritten signature in cursive script that reads "Joel A. Buckingham".

Joel Buckingham  
District Attorney



**County of San Benito**  
**District Attorney's Office**  
**Joel Buckingham, District Attorney**

**Date: January 12, 2024**

**Subject: Investigations Unit**

This memo describes 1) the general nature of current assignments given to each existing investigator in the San Benito County Investigative Unit, 2) the workload and major tasks associated with each assignment, and 3) the impact that the current investigators are delivering to the citizens of San Benito County.

The San Benito County District Attorney's Office currently has three investigator positions staffed by: Heather Belton, Victor Casada, and Brandon Mingus.

**Investigator Belton's** current assignments are related but not limited to sexual assault, child abuse, and other miscellaneous crimes. Additionally, Belton has supervisory responsibility for Investigators Casada, Mingus, and the unit's lone investigative assistant, Elizabeth Menchaca.

**Investigator Casada** is currently assigned to domestic violence and other violent crimes; and is also available to assist with general misdemeanor and felony cases when needed.

**Investigator Mingus** has recently been assigned to the Special Intelligence Unit (SIU). Special intelligence is a unit comprised of personnel from other local law enforcement agencies. Because partnering with SIU is a full-time commitment, and because the unit is housed off-site (away from the DA's physical office), Mingus is often unavailable to assist with investigative needs specific to The San Benito County District Attorney's Office.

Though each investigator is responsible for specific assignments, their workload is often increased, as requests for assistance by deputy district attorneys are made regularly. Investigators are also responsible for handling citizen walk-ins and phone calls, subpoena service, facilitating meetings for DDAs and witnesses, and providing security for staff when appropriate.

The Investigative Unit of San Benito County has been instrumental in bringing about successful case resolution, including convictions, while maintaining the trust and confidence of the citizens of San Benito County. Department management is confident that our success rate and overall impact as investigators would increase significantly with the addition of at least one more investigator.

**Heather Belton  
DA Investigator  
San Benito County**