



San Benito County Probation Department
 400 Monterey Street
 Hollister, CA 95023
 831-636-4070
 831-636-5682 FAX



Ashlyn A. Canez
 Chief Probation Officer

John Oliveira
 Assistant Chief

**Community Corrections Partnership (CCP)
 March 7, 2024**

**Meeting location: San Benito County Behavioral Health Dept.
 1131 Community Parkway, Hollister, CA 95023**

MINUTES

Members Present:

Ashlyn Canez, Chief Probation Officer *
 Dana Edgull, Director Behavioral Health *
 Mindy Sotelo, SBC Supervisor
 Krystal Lomanto, SBC Office of Education

Judge Omar Rodriguez, Superior Court *
 Joel Buckingham, District Attorney *
 Patricia Salcedo, Victim Witness Program

Members Not Present:

Eric Taylor, SBC Sheriff *
 Tracy Belton, Health & Human Services
 Enrique Arreola, CSWD

Carlos Reynoso, Hollister PD Chief *
 Diane Ortiz, Youth Alliance
 Public Defender (vacant) *

(*Executive Committee)

1. Call Meeting to Order:

Chief Probation Officer Ashlyn Canez called the meeting to order at 10:09 a.m.

2. Roll Call:

Roll call was taken by Karen Dozal, Probation Secretary.

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

Joel Buckingham motioned to acknowledge the Certificate of Posting, seconded by Chief Canez.

4. Public Forum:

Tim Newman, Court Executive Officer, announced that the San Benito County Superior Court is recruiting for the 2024 Civil Grand Jury. The application is available on their website or can be picked up at the Court.

5. Minutes of January 25, 2024 (Motion):

Joel Buckingham made a motion to approve CCP regular meeting minutes of January 25, 2024; motion was seconded by Chief Canez.

Motion: 3:0

Abstained 1:0

6. Discussion: Public Defender

Chief Canez opened a discussion regarding indigent defense services, their involvement in the CCP and funding that has been allocated to the Public Defender's Office. Ekam Brar, Deputy County Counsel, stated that in May 2023 the Board of Supervisors authorized an agreement with the Office of the State Public Defender to commission a study that would document and examine all levels of service that San Benito County's Public Defender provides. The study confirmed that there's much needed improvement in providing attorneys with bilingual services, responsive services, and exhausting all the defenses that are available to their clients. It was also mentioned in the report that public defenders do not come to the CCP meetings on a regular basis, and AB 109 funds have not been dedicated to the Public Defender's office. All our law enforcement personnel need more investment, and it was discussed to start looking at future funds that may become available. If the CCP decides that it is appropriate, we are requesting that additional funding be dedicated to the public defender's office so we can ensure the indigent population can get the help they deserve. Chief Canez acknowledged the assessment process and the findings on the reported improvement needed. The Public Defender's Office can present a proposal at the next CCP meeting for consideration.

7. Budget Overview:

Lorraine Carrasquillo, Probation Director of Administrative Services, provided an update of the estimated AB 109 budget expenses with the recent increase of salaries. We received the updated salary cost from Probation, the DA and HPD; however, we are still waiting for an update from the Sheriff's Office. She stated we have some contracts expiring that will need to be reviewed for renewal. In addition to the contracts, there are two salary positions budgeted that have not been filled. These positions are for a part-time Mental Health Clinician and Group Supervision for the Special Intelligence Unit (SIU), each in the amount of \$70,000.00. These two budgeted items remain open until further discussion on moving forward or removing these budgeted items. Chief Canez stated that the total estimated budget of \$2.8 million is what we received and with all our budgeted expenditures, we are at \$3.5 million. If we were to expense all that has been budgeted, an estimate of \$747,000.00 will be tapped into the reserve we currently have. This doesn't consider any future proposals. If we're not going to fill the two positions, the CCP board can propose to remove the budgeted amount of \$140,000.00.

8. Salary Adjustments:

Lorraine Carrasquillo provided an estimated budget for FY 2024/2025 which included the current funding position salary increases. She confirmed we received proposals from the DA, HPD and Probation for the approval of current funded positions salary increases; however, we have not received one from the Sheriff's Office. This will be reviewed at the next CCP meeting for further update on the AB 109 budget.

9. Proposals

- **Proposal No. 1 - San Benito County Jail Garden Program**

San Benito County Jail and Probation Reentry Services proposal request for on-going funding in the amount of \$42,400.00 with Guidance Gardens, LLC, to facilitate the gardening program within the jail.

Chief Ashlyn Canez made a motion to approve funding for the San Benito County Jail Garden Program with Guidance Gardens LLC in the amount of \$42,400.00; motion was seconded by District Attorney Joel Buckingham.

Motion Passed: 4.0

Abstained: 0

- **Proposal No. 2 – Gavilan College Contract Renewal, funding request \$20,000.00**

Pulled; Proposal request not received.

- **Proposal No. 3 – Moral Reconciliation Therapy (MRT) Materials**

San Benito County Jail and Probation Reentry Services revised proposal request for one-time funding in the amount of \$1,151.93 for MRT workbooks for the implementation of the cognitive-behavioral evidence-based approach in treating substance abuse, domestic violence, trauma, parenting, job skills, and other issues.

Chief Ashlyn Canez made a motion to approve funding for MRT Materials in the amount of \$1,151.93; motion was seconded by District Attorney Joel Buckingham.

Motion Passed: 4.0

Abstained: 0

- **Proposal No. 4 – Patricia Highlander, Consultant Contract Renewal**

San Benito County Probation request for a contract renewal with consultant Patricia Highlander in the amount of \$38,600.00, for continued assistance in transitioning into a new case management system to remain in compliance with SB 129 Pretrial Service Program.

Director of Behavioral Health Dana Edgull made a motion to approve funding for Patricia Highlander contract renewal in the amount of \$38,600.00; motion was seconded by District Attorney Joel Buckingham.

Motion Passed: 4.0

Abstained: 0

- **Proposal No. 5 – Purchase SIU Vehicle, Chevrolet Traverse**
San Benito County Probation Department request the purchase of an unmarked vehicle in the amount of \$44,539.28 for the SIU team for continued efforts to assess and abate gang activities.

District Attorney Joel Buckingham made a motion to approve funding for the SIU Vehicle Purchase in the amount of \$44,539.28; motion was seconded by Chief Ashlyn Canez.

Motion Passed: 4.0

Abstained: 0

- **Proposal No. 6 – Undercover Emergency Vehicle Equipment**
Special Intelligence Unit (SIU) request funding in the amount of \$12,010.38 for the purchase and installation of undercover emergency equipment for the Chevrolet Traverse.

District Attorney Joel Buckingham made a motion to approve funding for emergency vehicle equipment in the amount of \$12,010.38; motion was seconded by Chief Ashlyn Canez.

Motion Passed: 4.0

Abstained: 0

- **Proposal No. 7 – Special Intelligence Unit (SIU) Services, Supplies & Training Cost Reduction**

Since the establishment of the SIU, the initial cost of services, supplies and training was budgeted at \$63,750.00. After review, the expenses have not exceeded \$35,000.00. This proposal is to ask the CCP Executive Board to reduce the cost to \$35,000.00.

District Attorney Joel Buckingham made a motion to reduce the SIU services, supplies, and training to \$35,000; motion was seconded by Chief Ashlyn Canez.

Motion Passed: 4.0

Abstained: 0

- **Proposal No. 8 – Passpoint.Net / Drug Screening**
Pulled; Proposal request requires revisions and is tabled to next CCP meeting.

10. Future Agenda Items:

- Salary Adjustments
- Public Defender Discussion - Ongoing
- Passpoint.Net / Drug Screening – Correction of price
- Behavioral Health – Plan to develop safety cell assessments for the San Benito County Jail
- Office of Education – Officer at alternative school site

11. Schedule Next CCP Meeting:

The next CCP meeting is scheduled on March 21, 2024 at 10:30 a.m.

12. Meeting Adjourned:

A motion to adjourn the meeting was made by Chief Canez and seconded by Joel Buckingham. The meeting was adjourned at 11:33 a.m.

Respectfully submitted,



Karen Dozal, Secretary
San Benito County Probation Dept.



Proposal:

San Benito County Jail Garden Program

**Guidance Gardens LLC
171 Santa Ana Road
Hollister, CA 95023
(831) 207-8282**

Project Name: San Benito County Jail Garden Program
Starting Date: April 1, 2024 **Closing Date:** June 30, 2025

Primary Contact: Robb Rodriguez **Phone:** (831) 207-8282
Email: rrodriguez20578@gmail.com

Background:

Guidance Gardens LLC is a digital and social services agency serving San Benito County. At Guidance Gardens, we provide educational experiences focused on building relationships, establishing respect, and understanding responsibility.

We are interested in working with the County of San Benito at the San Benito County Jail to facilitate the gardening program within the jail. We provide support and education in the garden for inmates that participate in the Gardening Program. For this program we teach inmates effective gardening practices and ensure a solid background in plant care, landscaping, and project planning, giving them the tools necessary to obtain and retain employment upon release. In addition we provide training in areas necessary for successful reintegration such as self-advocacy training, professional writing skills, and locating post incarceration occupational resources.

Scope of Work:

Guidance Gardens, with the assistance of incarcerated program participants will finish construction of garden beds at the San Benito County Jail. We will work with inmates on construction tasks such as preparing materials, ensuring a safe work site, and solving drainage and erosion issues. Classroom settings for the program will include social-emotional circle processes that have proven effective with other garden programs with incarcerated populations.

Each week we will hold a gardening course consisting of 1 hour of indoor instruction with 1 hour of instruction in the garden where we teach inmates different ways to be self-sufficient, resourceful gardeners. Some techniques we will share include how to support young plants, how to properly fertilize plants, and manage garden pests. We will cover important environmental topics such as composting, healthy soils, and waste reduction practices in the garden. We will assist them in growing a successful garden to ensure access to enough organic foods to meet dietary needs for a productive and healthy life as well as to gain the skills they need to care for plants in a nursery/landscaping setting.

Project Goals:

1. Build marketable gardening skills
2. Promoting behavioral change and personal transformation through emotional process work
3. Planning for reentry to society, including opportunities to continue engagement in environmental stewardship and pursue green collar careers

Capacity & Experience:

Our program director, Robb Rodriguez, previously provided similar programming to the inmates at the San Benito County Jail for the duration of one year. During that time he was able to connect with the program participants on an emotional and spiritual level. Together, he and the inmates worked through many stages of conceptual landscape design, deep emotional process work, and the planting of an organic permaculture garden. Upon release, a number of program participants reached out to him for volunteer and community integration opportunities.

Our volunteer Spanish interpreter, Judith Hope Munter, also provided career and spiritual guidance to the men who participated in the program. Being a well traveled and culturally inspired person, she was able to provide objective perspectives to the participants that widened their mental and emotional capacities for empathy.

Cooperatively, Judith and Robb developed surveys for the program participants to take at the end of each 8 week cycle that offered insights into their thought processes about the class and what it had to offer those who took part. On an ongoing basis, Judith would ask thought provoking questions about the class to participants while out in the garden. While those conversations are unrecorded, our team is working on a publishable article about the class and the effect it had on individuals in it, names omitted of course.

Program Services:

Activity

Facilitate gardening class 1 day per week for 8 consecutive weeks with a 2 week break in between 8 week milestone cycles.

Time Frame

April 1, 2024 through June 30, 2025

Performance Outcomes/Impacts:

1. Participants in the garden program will have less rules violations
2. Participants in the garden program will have less severe rules violations
3. Participants in the garden program will have improved self-reported mental health
4. Participants in the garden program will have lower rates of recidivism and long term reductions in violence and other behavioral changes, including improved relationships with family

Measurement tools:

1. Bimonthly meetings with site staff to record number of rules violations by program participants
2. Bimonthly meetings with site staff to record severity of rules violations by program participants
3. Bimonthly survey of program participants to measure self-reported mental health
4. Quarterly meetings with the reentry coordinator to check in with program participants released from county custody

Budget:

To run the garden program for one year and 3 months we request the amount of **\$42,400**.

Gardening Program Budget G & H Pod: 3 Months April 1, 2024 - June 30, 2024	Cost
Program Planning and Curriculum	\$2,500
Program Facilitation	\$5,800
Program Materials	\$500
Total	\$8,800

Gardening Program Budget G Pod: 1 Year July 1, 2024 - June 30, 2025	Cost
Program Planning and Curriculum	\$10,000
Program Facilitation	\$10,800
Program Materials	\$1,000
Total	\$21,800

Gardening Program Budget H Pod: 1 Year July 1, 2024 - June 30, 2025	Cost
Program Facilitation	\$10,800
Program Materials	\$1,000
Total	\$11,800

Gardening Program Budget Total G & H Pod: 1 Year and 3 Months	\$42,400
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Please let us know if these numbers work with the county. This proposal is negotiable to incorporate the needs of the county and our community as needed. We look forward to working with the county and greater community to provide garden education and to discuss the jail garden as it grows.



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Ashlyn Canez
Chief Probation Officer

John Oliveira
Assistant Chief

February 21, 2024

To: Community Corrections Partnership (CCP) Executive Members

Prepared by: Renée Hankla, Reentry Program Manager

Re: Reentry Services

REVISED BUDGET PROPOSAL:

The implementation of a cognitive-behavioral evidenced based approach, called Moral Reconciliation Therapy(MRT), has been proven to significantly reduce the likelihood of reoffending. MRT also treats a wide range of issues including substance abuse, domestic violence, trauma, parenting, job skills, and other issues. The program is implemented in groups utilizing workbooks directly targeting specific issues.

Funding Request

We are requesting the purchase of forty (40) books to implement the MRT class.

Budget

Product/Item	Unit Price	Quantity	Subtotal
MRT Materials	\$1080.00	40	\$1,080.00
Shipping	\$71.93		1151.93

The screenshot shows the CCI MRT website interface. At the top, there is a navigation bar with links for 'MY ACCOUNT', 'CART (\$100.00)', and 'HELP'. A search bar is also present. Below the navigation bar, there is a 'SHOP NOW' button and a menu with links for 'PAYMENT', 'ABOUT', 'PROGRAMS', 'TRAINING & SERVICES', 'RESEARCH/RESOURCES', 'FAQS', and 'CONTACT US'. The main content area displays a message: 'Shipping costs updated.' Below this, a table shows the cart items:

Product	Price	Quantity	Subtotal
How To Escape Your Prison (Adult Version) - Case Qty: 40	\$1,080.00	40	\$1,080.00

Below the table, there is a 'Coupon' section with an 'Apply coupon' button. To the right, the 'Cart totals' are displayed:

- Subtotal: \$1,080.00
- Shipping: FedEx Ground: \$71.93
- Shipping to: Hollister, CA 95023
- Change address
- Total: \$1,151.93

At the bottom right, there is a 'Proceed to checkout' button. On the left side, there is a 'You may be interested in...' section with a product image and the text 'Coins and Postals MRT Graduate Coins'.



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Ashlyn A. Canez
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John Oliveira
 Assistant Chief

M E M O

DATE: March 7, 2024
TO: Community Corrections Partnership (CCP) Executive Team
FROM: Ashlyn A. Canez, Chief Probation Officer
RE: Salary Increases FY 24/25

Due to county and employee union contract agreements that have been approved by the San Benito County Board of Supervisors, the following positions have received a 7% pay increase for the duration of fiscal year 2023-2024 and will receive an additional 6% pay increase in fiscal year 2024-2025.

The San Benito County Probation Department is requesting to approve the AB 109 on-going supported salaries and benefits for the following positions for fiscal year 24/25:

FY 24/25 AB 109 Budget Adjustments	
Position	Amount
Staff Analyst	\$146,468.00
Probation SIU Position	\$105,492.00
Deputy Probation Officers 2-FTE	\$219,884.00
Probation Aide 2- FTE	\$185,976.00
Reentry Case Manager	\$102,677.00
Reeenty Progarm Manager	\$199,562.00
Office Assistant	\$89,891.00
Juvenile Institution Officer 3-FTE	\$295,653.00
Total	\$1,345,603.00



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831-636-6682 FAX



John Oliveira
Assistant Chief

February 23, 2024

To: Community Corrections Partnership (CCP) Executive Members

Prepared by: Lorraine M. Carrasquillo, Director of Administrative Services

Re: Patricia Highlander – Contract Renewal

Dear Community Corrections Partnership Executive Team,

The San Benito County Probation Department would like to renew the contract with Patricia Highlander as a consultant for one (1) additional year. Patricia will continue to assist the Probation Department in transitioning into a new case management system to remain in compliance with SB 129, Pretrial Services Programming.

Amount Requested: \$38,600.00



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John Oliveira
Assistant Chief

February 28, 2024

To: Community Corrections Partnership (CCP) Executive Members

Prepared by: Lorraine M. Carrasquillo, Director of Administrative Services

Re: Proposal to Purchase SIU Vehicle

Summary:

The San Benito County Probation Department, Sheriff's Office, District Attorney's Office, and the City of Hollister Police Department have created the Special Intelligence Unit (SIU) team for the development and implementation of a partnership in an effort to assess and abate gang activities in San Benito County. Part of this development will require vehicles for staff involved in the partnership to monitor community gang activities. The SIU team would like to request AB 109 funds for the purchase of an unmarked vehicle.

Funding Request:

Purchase one unmarked vehicle for the Special Intelligence Unit.

Budget

Product/Item	Unit Price	Quantity	Subtotal
Chevrolet Traverse	\$44,539.28	1	\$44,539.28
Tax:			\$44,539.28
Total:			\$44,539.28



Ashlyn Canez
Chief Probation Officer

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831-636-5882 FAX



John Oliveira
Assistant Chief

February 28, 2024

To: Community Corrections Partnership (CCP) Executive Members

Prepared by: Lorraine M. Carrasquillo, Director of Administrative Services

Re: Proposal for Undercover Emergency Vehicle Equipment

Summary:

The Special Intelligence Unit (SIU) would like to request funding for the purchase and installation of undercover emergency equipment for the Chevrolet Traverse.

Funding Request:

Purchase undercover emergency equipment for SIU vehicle.

Budget

Item	Purchase Amount	Subtotal
Undercover -Emergency Equipment	\$12,010.38	\$12,010.38
Total		\$12,010.38



Sales Quote

Page: 1

1590 Lana Way #7 Hollister, CA 95023
 Phone: 831-634-1600 Fax: 831-634-1602

Quote Number: 45722
 Document Date: 2/29/2024
 Terms: Net 30
 Payment Method:

Sell To: San Benito County Probation
 Lisa Saucedo
 400 Monterey Street
 Accounts Payable
 Phone: 831-636-4070

Ship To: San Benito County Probation
 Lisa Saucedo
 400 Monterey Street
 Accounts Payable
 Phone:

Ship Via
 Tax Ident. Type Legal Entity

Customer ID 81983
 SalesPerson Nicole Berdin

Vehicle Information:

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Manufacturer Name	Quantity	Unit Price	Total Price
	2025 Chevy Traverse				
ALPHASL	Whelen Remote 200W Siren For Use w/ Remote Switches	Whelen	1	218.40	218.40
ALPHA5	Whelen 3 Position Toggle Switch	Whelen	1	94.50	94.50
SA315P	Whelen Siren Speaker 100W	Whelen	1	199.99	199.99
SAK9	Whelen Speaker Bracket Universal Swivel	Whelen	1	35.70	35.70
TLI2J	Whelen ION T-Series DUO Red/Blue	Whelen	2	108.25	216.50
TIONBKT1	Whelen ION T-Series Universal "L" Mounting Bracket - (Mount in grille)	Whelen	2	13.30	26.60
	*****Smoke Grille Lights*****				
ELUC3H010J	Soundoff, LED Surface Mount - (Mount in headlight buckets)	Sound Off	2	111.22	222.44
UHF2150A	Whelen, HeadLight/Grille Light Flasher	Whelen	1	62.30	62.30
ENFDWP2RB	SoundOff, nForce Dual Windshield Light w/ Perm Mnt LED-Red/Blue - (Mount in upper front windshield	Sound Off	1	347.06	347.06
EMPS2001N-J	SoundOff, mpower Fascia 4" LED (Mount in rear door glass Qtr Window)	Sound Off	2	164.15	328.30
PMP2BKDGAJ	SoundOff, Dual Window Shroud Kit	Sound Off	2	10.72	21.44
ENFSWP3J	SoundOff, nFORCE Single Deck/Grille Mount Light, 10-16v, Black Housing, 12 LED - Red /Blue (Mount in upper rear windshield, DS/PS)	Sound Off	2	189.61	379.22
ELUC3H010J	Soundoff, LED Surface Mount (Mount in tailgate reverse housing)	Sound Off	2	111.22	222.44
EURO-SB-VHF-EAN	Sti-Co, Uc Antenna Vhf, Flex Mast	Sti-Co	1	508.00	508.00
NX-5700BK	Kenwood, Nx-5700B 50Wat	Kenwood	1	745.45	745.45
5AHM	KENWOOD MID POWER SINGLE HEAD/SINGLE RF DECK KCH-21RM, KRK-15BM, KCT-77M2, KCT-77M2, KCT-23M3	Kenwood	1	1,314.95	1,314.95
KRK-15B	Kenwood, Control Head Remote Kit		1	51.00	51.00
KCT-46	Kenwood, Ignition Kit		1	14.19	14.19
CH15-1-20	911Circuits, 20' Ham wTimer SUV/Charger		1	800.00	800.00



Sales Quote

Page: 2

1590 Lana Way #7 Hollister, CA 95023
Phone: 831-634-1600 Fax: 831-634-1602

Quote Number: 45722
Document Date: 2/29/2024
Terms: Net 30
Payment Method:

Sell To: San Benito County Probation
Lisa Saucedo
400 Monterey Street
Accounts Payable
Phone: 831-636-4070

Ship To: San Benito County Probation
Lisa Saucedo
400 Monterey Street
Accounts Payable
Phone:

Ship Via
Tax Ident. Type Legal Entity

Customer ID 81983
SalesPerson Nicole Berdin

Vehicle Information:

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Manufacturer Name	Quantity	Unit Price	Total Price
MB-UNI-15	911Circuits, Uni. Ch15 Mounting Brkt.		1	35.00	35.00
INSTALL	Install Materials	Service Items	1	275.00	275.00
I	Installation Charges	Labor Items	36	125.00	4,500.00
F-IN	Other, Inbound Freight Charges	Service Items	1	375.00	375.00

Agency Approval

Name: _____

Auth. Signature: _____

Amount Subject to Sales Tax	Subtotal:	10,993.48
10993.48	Total Sales Tax:	1016.90
Amount Exempt from Sales Tax	Total:	12,010.38
0.00		

PLEASE READ: No returns without approval and an RMA# will be accepted. All shortages, damage, or return claims must be made within 10 days of invoice date. NO EXCEPTIONS. A copy of the invoice and RMA paperwork must be shipped with returns. All return orders or cancellations are subject to a 25% restocking fee plus freight. Any change orders made 60 days prior to the installation date may be subject to a production delay and pricing changes. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.



Ashlyn Canez
Chief Probation Officer

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John Oliveira
Assistant Chief

March 7, 2024

To: Community Corrections Partnership (CCP) Executive Members

Prepared by: Lorraine M. Carrasquillo, Director of Administrative Services

Re: Special Intelligence Unit – Service, Supplies & Training Cost

Dear Community Corrections Partnership Executive Team,

Since the establishment of the Special Intelligence Unit (SIU) start up the initial cost for Services and Supplies cost is listed as \$63,750.00. Upon reviewing the cost of Services and Supplies that includes training cost of lodging, per diems, and registration fees, the fiscal expenses have not exceeded \$35,000.00. This proposal is to inquire if the CCP Executive Board would like to lower the past amount of the Service Supplies Cost.

Amount Requested: \$35,000.00