



Ashlyn A. Canez
Chief Probation Officer

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



John Oliveira
Assistant Chief

**Community Corrections Partnership (CCP)
Regular Meeting
October 24, 2024**

**Meeting location:
San Benito County Sheriff's Office
2301 Technology Parkway, Hollister, CA**

MINUTES

Members Present:

Ashlyn Canez, Chief Probation Officer *
Carlos Reynoso, Hollister PD Chief *
Mindy Sotelo, SBC Supervisor

Joel Buckingham, District Attorney *
Dana Edgull, Director Behavioral Health *
Patricia Salcedo, Victim Witness Program

Members Not Present:

Honorable J. Omar Rodriguez, Presiding Judge *
Harry Damkar, Public Defender*
Tracy Belton, Health & Human Services
Enrique Arreola, CSWD

Eric Taylor, SBC Sheriff *
Krystal Lomanto, SBC Office of Education
Diane Ortiz, Youth Alliance

(*Executive Committee)

1. Call Meeting to Order:

Chief Probation Officer Ashlyn Canez called the meeting to order at 10:31 a.m., Thursday, October 24, 2024.

2. Roll Call:

Roll call of the CCP executive committee and members was taken by Karen Dozal, Probation Secretary.

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

Moved by Joel Buckingham; seconded by Carlos Reynoso to acknowledge the Certificate of Posting.

Motion: 4-0-0

Voting For: Ashlyn Canez, Joel Buckingham, Dana Edgull, Carlos Reynoso

Voting Against: None

Voting Abstain: None

4. Public Forum:

None.

5. Minutes of August 28, 2024 (Motion):

Moved by: Joel Buckingham; seconded by Ashlyn Canez to approve the meeting minutes of August 28, 2024.

Motion: 3-0-1

Voting For: Ashlyn Canez, Joel Buckingham, Carlos Reynoso

Voting Against: None

Voting Abstain: Dana Edgull

6. Budget Review:

Probation Director of Administrative Services, Lorraine Carrasquillo, provided an overview on the FY23-24 Budget.

FY 23-24 Revenue Funds Received

Community Corrections: \$2,509,731.12

Interest: \$465,999.94

Growth: \$234,834.96

Community Partnership Plan Incentive: \$100,000.00

Total AB109: \$3,310,566.02

FY 23-24 Ongoing Operations

Total Expenses: \$2,107,819.18

Reconciliation

Balance forward on-going & one-time carryover FY 22-23: \$1,151,058.18

One-time Expenses: \$24,943.05

Reserve Transfer In: \$1,126,115.51

7. Proposals:

- **Special Intelligence Unit (SIU) cost increase of lease vehicle maintenance program for 2021 RAM.**

Moved by: Joel Buckingham; seconded by Carlos Reynoso to approve \$1,366.77 for the 2021 RAM lease vehicle maintenance program.

Motion: 4-0-0

Voting: Ashlyn Canez, Joel Buckingham, Dana Edgull, Carlos Reynoso

Voting Against: None

Voting Abstain: None

- **Family Matters SBC, budget increase**

Christine Henriques with Family Matters, SBC, proposed funding to continue the Family Time Accountability Program (FTAP) parenting intervention and interactive supervised visitation at San Benito County Jail. The CCP received a proposal in the amount of \$35,000.00 with a rate of \$65.00/hour and cost of materials; however, Christine submitted a revised proposal request for \$45,000.00 that was not yet received. The CCP Executive members accepted the \$35,000.00 proposal request, and agreed she can submit a proposal for the additional \$10,000.00 at a future CCP meeting.

Moved by: Joel Buckingham; seconded by Dana Edgull to approve on-going funding in the amount of \$35,000.00 for the fiscal year 2024-2025.

Motion: 4-0-0

Voting: Ashlyn Canez, Joel Buckingham, Dana Edgull, Carlos Reynoso

Voting Against: None

Voting Abstain: None

- **Transcend Educational Services, budget increase**

Moved by: Joel Buckingham; seconded by Ashlyn Canez to approve increased funding and amend contract with Transcend Educational Services for the fiscal year 2024-2025, in the amount of \$16,710.00.

Motion: 4-0-0

Voting: Ashlyn Canez, Joel Buckingham, Dana Edgull, Carlos Reynoso

Voting Against: None

Voting Abstain: None

- **Public Defender file management system**

Moved by: Carlos Reynoso; seconded by Dana Edgull to approve one-time funding in the amount of \$25,000.00 for Public Defender file management program.

Motion: 4-0-0

Voting: Ashlyn Canez, Joel Buckingham, Dana Edgull, Carlos Reynoso

Voting Against: None

8. Public Safety Realignment Plan Updates:

This is the annual plan that the CCP is required to submit. There is a \$100,000.00 incentive for getting the plan turned in on time. The plan will be provided to the CCP members to review. If there's anything that needs to be changed and/or edited, please provide updated information to Probation. We will be reviewing the plan for final approval at the next CCP meeting.

9. Round Table:

None.

10. Schedule Upcoming CCP Meeting:

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

11. Meeting Adjourned:

A motion to adjourn the meeting was made by Joel Buckingham and seconded by Ashlyn Canez. The meeting was adjourned at 11:22 a.m.

Respectfully submitted,



Karen Dozal, Secretary
San Benito County Probation Dept.

AB109 RECONCILED BUDGET FOR FY 2023-2024

Ongoing Operations

FY2023-24 Allocation (Estimated): **\$2,532,462.00**

| Domain | Agency | Detail | 2023-24 Budgeted Expenditures | 2023-24 Actual Expenditures | Difference (Cost Savings) |
|--|--------------------------------|---|-------------------------------|-----------------------------|---------------------------|
| SUPPRESSION | Probation | Staff Analyst | \$ 115,602.16 | \$ 39,375.65 | \$ 76,226.51 |
| | District Attorney | Deputy District Attorney (0.5 FTE) | \$ 67,733.73 | \$ 67,733.73 | \$ - |
| | District Attorney | Legal Admin. Asst. II | \$ 68,000.00 | \$ 65,803.91 | \$ 2,196.09 |
| INTERVENTION | Probation | Consultant -- Probation | \$ 38,800.00 | \$ 38,285.00 | \$ 315.00 |
| | Probation - Youth Alliance | Parent Project - Family Counseling | \$ 30,000.00 | \$ 29,102.20 | \$ 897.80 |
| | Probation - New Hope for Youth | Parent Project - Family Counseling | \$ 70,000.00 | \$ 4,598.65 | \$ 65,401.35 |
| | SO / Jail - Gavilan College | Academic Counselor | \$ 20,000.00 | \$ 20,000.00 | \$ - |
| | Sheriff's Office | Northpointe, Inc./Equivalent COMPAS Cloud | \$ 19,687.50 | \$ 19,687.50 | \$ - |
| | Probation | Probation Officer (2 FTE) | \$ 237,739.00 | \$ 237,739.00 | \$ - |
| | Probation | Probation Aide (2 FTE) | \$ 165,440.00 | \$ 139,882.72 | \$ 25,557.28 |
| | Probation | Office Assistant II | \$ 68,754.78 | \$ 68,754.78 | \$ - |
| | Various | Misc. Direct Aid (Drivers Lic., Birth Cert. and Prgm. Incentives) | \$ 1,000.00 | \$ - | \$ 1,000.00 |
| CUSTODY | Sheriff's Office | Correctional Officers (6 FTE) | \$ 570,001.82 | \$ 358,657.66 | \$ 211,143.96 |
| | Probation/Sheriff | Electronic Monitoring Program | \$ 80,000.00 | \$ 41,226.15 | \$ 38,773.85 |
| | Sheriff's Office / Jail | Transcend - Anger Management | \$ 15,540.00 | \$ 11,420.00 | \$ 4,120.00 |
| | Sheriff's Office /Jail | VERUS - LEO Technologies | \$ 38,114.00 | \$ 38,114.00 | \$ - |
| | Sheriff's Office /Jail | Growing Hearts | \$ 24,618.00 | \$ 2,583.00 | \$ 22,035.00 |
| | Sheriff's Office/Jail | Family Accountability Program | \$ 27,040.00 | \$ 15,345.01 | \$ 11,694.99 |
| JAIL CONSTRUCTION LOAN | County Administration | Jail Project Loan Repayment (\$250,000 x 20 years) | \$ 250,000.00 | \$ 250,000.00 | \$ - |
| REENTRY PROGRAM | Probation / SO / Jail | Reentry Program Manager (1 FTE) | \$ 154,339.71 | \$ 154,339.71 | \$ - |
| | Probation / SO / Jail | Reentry Case Manager (1 FTE) | \$ 83,834.82 | \$ 83,834.82 | \$ - |
| | Probation | Mental Health Clinician (0.5 FTE) | \$ 70,000.00 | \$ - | \$ 70,000.00 |
| INTELLEGENGE TEAM Special Intelligence Unit | Supervision of the Group | Task Force Commander (0.5 FTE) | \$ 70,000.00 | \$ - | \$ 70,000.00 |
| | Vehicle | Undercover Vehicles Leases x 2 | \$ 18,000.00 | \$ 18,000.00 | \$ - |
| | District Attorney | DA Investigators - (0.5 FTE x 2) | \$ 163,405.93 | \$ 163,405.93 | \$ - |
| | Information Technology (IT) | Information Technology III (IT) (1 FTE) | \$ 95,734.00 | \$ 37,843.28 | \$ 57,890.72 |
| | Probation | Deputy Probation Officer (1 FTE) | \$ 107,207.98 | \$ 52,719.50 | \$ 54,488.48 |
| | Sheriff's Office | Sheriff Deputy (1 FTE) | \$ 107,933.81 | \$ 107,933.81 | \$ - |
| | Hollister PD | Police Officer (1 FTE) | \$ 135,000.00 | \$ - | \$ 135,000.00 |
| | Services & Supplies | Training, Office Supplies, Travel | \$ 63,750.00 | \$ 41,232.97 | \$ 22,517.03 |
| | | TOTAL Expenses | \$ 2,977,077.24 | \$ 2,107,819.18 | \$ 869,258.06 |
| | | State Revenue | \$ 2,532,462.00 | \$ 2,532,462.00 | |
| | | Reserve - Transfer In | \$ (444,615.24) | \$ 424,642.82 | |
| | | | | Reserve savings | |

RECONCILIATION

AB109 BUDGET FOR FY 2023-2024

Allocation of "Carryover" Funds

Balance Carried Forward from FY 2021/2022: \$1,269,102

Balance Forwarded "Carryover" One Time funding FY 2023: **\$ 24,134.56**

Balance Forwarded "Carryover" (Ongoing) funding FY 2023: **\$ 1,126,923.62**

TOTAL: \$ 1,151,058.18

FY 2023/24 ONE-TIME EXPENSES

| Detail | Agency | Fiscal Year | Estimated Budgeted Expenditures | Actual Expenditures | Difference (Cost Savings) |
|--|-----------|-------------|---------------------------------|---------------------|---------------------------|
| Assessment Tool (Noble) (2 year total until FY 24/25) \$33,970 / 2 = \$16,985.00 | Probation | FY 23/24 | \$ 16,985.00 | \$ 16,938.60 | \$ 46.40 |
| Undercover Vehicle Purchase - SIU | HPD | FY 23/24 | \$ 2,475.00 | \$ - | \$ 2,475.00 |
| Moral Reconciliation Therapy (MRT) | Probation | FY 23/24 | \$ 2,587.20 | \$ 2,587.20 | \$ - |
| MRT Materials | Probation | FY 23/24 | \$ 1,738.60 | \$ 1,142.25 | \$ 596.35 |
| Cage Vehicle Cost - SIU Dodge Durango | HPD | FY 23/24 | \$ 14,797.00 | \$ - | \$ 14,797.00 |
| Cage Vehicle Cost - SIU Ram Truck | Sheriff | FY 23/24 | \$ 4,275.00 | \$ 4,275.00 | \$ - |
| TOTAL EXPENDITURES: | | | \$ 42,857.80 | \$ 24,943.05 | \$ 17,914.75 |
| Balance Forward Ongoing & One Time Carryover FY2022/23: | | | \$ 1,151,058.18 | \$ 1,151,058.56 | |
| Reserve Transfer In: | | | \$ 1,108,200.38 | \$ 1,126,115.51 | |

FY 2022/23 ONE-TIME EXPENSES

| Detail | Agency | Fiscal Year | Estimated Budgeted Expenditures | Actual Expenditures | Difference (Cost Savings) |
|--|-------------------|-------------|---------------------------------|---------------------|---------------------------|
| Assessment Tool (Noble) (2 year total until FY 24/25) \$33,970 / 2 = \$16,985.00 | Probation | FY 22/23 | \$ 16,985.00 | \$ 16,985.00 | \$ - |
| Undercover Vehicle Purchase - SIU | HPD | FY 22/23 | \$ 51,391.20 | \$ 48,915.84 | \$ 2,475.36 |
| Moral Reconciliation Therapy (MRT) | Probation | FY 22/23 | \$ 2,587.20 | \$ - | \$ 2,587.20 |
| MRT Materials | Probation | FY 22/23 | \$ 1,738.60 | \$ 1,738.60 | \$ - |
| DNA Testing & Database | District Attorney | FY 22/23 | \$ 10,000.00 | \$ 10,000.00 | \$ - |
| Cage Vehicle Cost - SIU Dodge Durango | HPD | FY 22/23 | \$ 14,797.00 | \$ - | \$ 14,797.00 |
| Cage Vehicle Cost - SIU Ram Truck | Sheriff | FY 22/23 | \$ 17,033.17 | \$ 12,758.17 | \$ 4,275.00 |
| TOTAL EXPENDITURES: | | | \$ 114,532.17 | \$ 90,397.61 | \$ 24,134.56 |
| Balance Forward Ongoing & One Time Carryover FY2021/22: | | | \$ 1,269,102.00 | \$ 1,269,102.00 | |
| Reserve Transfer In: | | | \$ 1,154,569.83 | \$ 1,178,704.39 | |



Ashlyn A. Canez
Chief Probation Officer

San Benito County Probation Department

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Hollister, CA 95023
831-636-4070
831-636-5682 FAX



John Oliveira
Assistant Chief

DATE: October 21, 2024
TO: Community Corrections Partnership (CCP) Executive Members
FROM: Lorraine Carrasquillo, Director of Administrative Services
RE: Increase Cost of Lease Vehicle Maintenance

Summary/Background

The county entered into a five-year (60 months) lease agreement commencing on November 1, 2021. The 2021 Dodge RAM assigned to Special Intelligence Unit (SIU) member from the San Benito County Sheriff's Office had an original cost of \$48.23/month for the maintenance program for milage not exceeding 80,000. Unfortunately, the milage has exceeded 80,000, and the maintenance cost has increased to the amount of \$95.36 for the remaining 29 months of the lease agreement. The increase in cost will allow an increase in milage up to 100,000.

Funding Request

Increase funding for the 2021 Dodge Ram maintenance program at a monthly rate of \$95.36 for the remainder of the 29-month lease contract. As of July 1, 2024, there are 29-months remaining in the lease contract. Therefore, the overall cost differential for these remaining months is a total amount of \$1,366.77.

| | Monthly Rate: | Months of Lease: | Total Costs: |
|------------------------------------|---------------|------------------|--------------|
| Original Maintenance Program Cost | \$48.23 | 29 | \$1,398.67 |
| Increased Maintenance Program Cost | \$95.36 | 29 | \$2,765.44 |
| Cost difference - Total | | | \$1,366.77 |

Family Time Accountability Program (FTAP)

05-20-2024



Family Matters SBC
910 Monterey Street
Suite 222
Hollister, CA 95023

Executive Officers:
Christine Henriques (Education)
(831) 245-5396

Lilly Maggiolo (Visitation)
(408) 710-9965
Email: info@fammatters.org

Overview

The purpose of this RFP is to enter into a contractual relationship between Family Matters SBC and the San Benito County Jail to provide in-custody Evidence-Based Intervention classes to incarcerated parents eligible for the Family Time Accountability Program.

A proposed budget of \$35,000 to facilitate the education portion of the Family Time Accountability Program (FTAP) at Curtis Hill Rehabilitation Center in the San Benito County Jail. To provide inmate parents access to their child(ren) through supervised visitation in an engaging and interactive environment. A positive parenting environment will decrease the stress and trauma associated with incarceration, increase hope, sustain parental accountability, and build cohesive familial bonds during times of adversity. Intervention classes in a correctional setting will allow providers an opportunity to observe and capture viable data pertaining to incarcerated parents and their families and to help San Benito County's incarcerated population and their families be best supported in breaking the generational cycles of incarceration, addiction, gang affiliation, domestic violence and parental separation. Funding is being sought through AB109 funds.

The Family Time Accountability Program consists of two (2) portions, education and in-custody supervised visitations. Supervised visitation will be contingent upon participation

in various evidenced-based parenting and intervention classes to be offered by Family Matters SBC FTAP and other local community contractors. Funding for Supervised Visitation was proposed on 08-27-2022 and approved. The recently approved proposal for the playground structure at the San Benito County Jail will be the main site utilized for the FTAP's supervised visitation portion of the program.

Objectives

The target population for in-custody evidenced based intervention classes are parents currently in-custody at the San Benito County Correctional Facility. Inmate participation is voluntary. This program will be available to minimum and medium security inmates that are in compliance with San Benito County Jail Programing requirements and service agreements. The objectives of in-custody Evidenced-Based Intervention classes include;

The Healthy Realization approach to Anger Management with the following objectives;

- Enhancement of communication skills
- Self-awareness,
- Self-control and emotional regulation
- Social awareness, and
- Relationship management.
- The curriculum provides education for people who are interested in or who need to learn how to deal with their anger or someone else's anger in a positive, functional way.

The goals of Triple P's - Positive Parenting Program® - Level 4 are;

- To increase competence in promoting healthy development in children
- Managing common child behavior problems
- Managing developmental issues
- Reduce use of coercive and punitive methods of disciplining children
- To provide a hands-on approach to implementing positive parenting rules, safe and engaging activities, enforcing boundaries and consequences, as well as, positive rewards and reinforcements.

Purpose and Process

Eligible inmate parents participating in in-custody supervised visitation, will be allowed opportunities to utilize their parenting skills learned through evidence-based intervention classes provided within the FTAP program.

Inmate's access to their children during supervised visitations will generate viable data, identify concurrent family and individual issues, and provide the whole family unit with support and referrals to San Benito County providers to provide additional services in mental health, academics, homelessness, domestic violence, and addiction.

The education portion of the FTAP will provide access to evidenced-based intervention classes that address the whole family unit. Participation in the FTAP will address trauma and stress while generating hope, motivation and resiliency that comes with initiating parental accountability. The playground structure will provide a sense of normalcy and promote positive playful interactions with the incarcerated parent.

Schedule/Goals

Family Matters SBC will provide (25) twenty-five San Benito County families access to the Family Time Accountability Program.

Children will participate in weekly visits. The ages of the children will be 0-17 years of age. The maximum number of parents participating in intervention classes will be no more than (15) per group session, each week. Family Matters SBC proposes the following:

- To provide up to two (2), one and a half, (1.5) hours or (90) minutes of evidenced-based intervention group session(s), up to 2 times weekly for the duration of the incarcerated parent's sentencing commitment; and/or
- To continue the intervention classes outside of custody and to secure supervised visitations following release.
- To complete eight (8) sessions of community, evidenced-based education to obtain parenting certification following release.
- To provide (1) one hour per each supervised visitation session.
- The amount of services is to not exceed \$35,000 for the year.

- Invoicing will reflect hours for only services rendered.
- No fees will be charged for canceled sessions.
- Family Matters SBC is in compliance with San Benito County's currently required comprehensive liability insurance for contractors per Governor Gavin Newsom issued Executive Order N-6-22 regarding sanctions in response to Russian Aggression in Ukraine.

Budget (Estimation)

| Services | COST | WEEKLY (52 wks) | YEARLY |
|---|-------------|--|-------------------|
| (2) In-custody Parenting Intervention classes @ (1.5 hours), open-ended yearly 1 men/1 women | \$65.00/hr | 2 sessions \$65.00 @ 1.5 hours \$195.00/wk | 10,920.00 |
| (4) sessions yearly consisting of 8 weeks of Community Parenting classes for 1.5 hours | \$65.00/hr | 8 sessions \$65.00 @ 97.50/week for 4 sessions | 3,120.00/yr |
| Materials | 1,500.00/yr | 1500.00/yr | 1,500.00/yr |
| Supervised Visitations | 65.00/wk | 6 visits @ 65.00/visit 390.00/weekly | 20,280.00/yr |
| 52 weeks | \$10,920/yr | No more than/ | Up to \$35,000 |

Scope of Services

1. TES will Conduct three (3) open-ended, evidenced-based Anger Management Groups, weekly. Each group shall be conducted for a duration of one and a half (1.5) hours, utilizing the evidence-based Health Realization Model, also known as the Three Principles of Mind, Thought, and Consciousness which connects participants back to their innate mental health and well-being.

2. Group attendance is required to justify maintaining a group. Scheduling shall consist of group attendance of not less than two (2) attendees and no more than twelve (12).

3. Attendees of the group are expected to be in attendance for the full duration of the group session and must attend 90% of the program, or not miss more than 1 class to avoid termination. The contractor is expected in general to not make exceptions to the tenants of any group members for less than the duration of the full group activity.

4. TES will maintain all required documentation as per the requirements for standard protocol for Anger Management Intervention. Pre and post assessments will be conducted to measure the efficacy of the group and the outcomes. Individual progress reports can be completed as requested by attorneys, San Benito County Probation, and San Benito County Superior Court.

Budget

| Product/Item | Unit Price | Quantity | Subtotal |
|---|--------------|--|------------------------------|
| 1.5 Hours Anger Management Facilitation | \$65.00/hour | (3) 1.5 hour groups/weekly for 52- weeks | \$292.50/weekly for 52-weeks |
| Administration Fee | \$1,500.00 | (1) flat fee/year | \$1,500.00/admin fee |
| Total | | | *16,710.00/year |

Budget is does not consider non-working holidays and was configured utilizing a 52-week commitment.



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

October 16, 2024

Lorraine M. Carrasquillo, Director of Administrative Services
San Benito County Probation Department
400 Monterey St.
Hollister, CA 95023
Re: CCP Funding Request For Public Defender File Management System

To the Community Corrections Partnership:

The District Attorney's Office with the assistance of funding from the CCP was able in 2016 to move to an online file system Prosecutor by Karpel. Our office has been using the program since 2016 and has moved more and more of our case management to the system to the point that our office has become fileless.

Recently the State Office of Public Defender report outlined certain challenges for the criminal defense of indigent persons in the County of San Benito. One of the items mentioned was the nature of the public defender file management system being in need of funding. Public Defender Harry Damkar contacted Jeff Moser with Karpel Systems to inquire of the availability for the Defender by Karpel system for use by San Benito Defenders the new Public Defense firm under contract for primary indigent defense services.

The District Attorney's Office proposes one time moneys in the amount of \$25,000 from the CCP to assist the Public Defender's office in launching Defender by Karpel. The proposal from Karpel is attached. In the event that San Benito Defenders decides to use a different file management platform, the \$25,000 could be used to set up that chosen platform at the Public Defender's choice.

This funding is consistent with other funding from the CCP which has committed funding for the DA's Office, the SO, Probation, the Courts, and HPD for various technology upgrades. It should be noted that the neighboring counties of Monterey, Merced, and Santa Cruz all employ Prosecutor by Karpel for their respective DA's offices AND Defender by Karpel for their defense offices.

Sincerely,

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

Joel Buckingham
District Attorney