

**SISKIYOU COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)**

**Special Meeting Minutes**

**Adult Probation Day Reporting Center**

**805 Juvenile Lane, Yreka, CA**

**February 22, 2017**

**Approved: March 29, 2017**

**1. Call to Order/Introductions**

Assistant Probation Chief Jennifer Villani called the meeting to order at 12:15 pm; the quorum was established. By a consensus of the voting members it was determined Jennifer would chair the meeting in Todd's absence.

**CCP Executive Committee Members Present:** Kirk Andrus, District Attorney; Jon Lopey, Sheriff; Lael Kayfetz, Public Defender;

**Voting Alternates of the CCP Executive Committee Members Present:** Renée McCanna Crane, Superior Court; Jennifer Villani, Probation; Brian Bowles, Yreka Police Chief; Sarah Collard, Health and Human Services Agency

**CCP Committee Members Present:** Coleen Chiles, DA's Victim Witness; Carla Charraga, Siskiyou Domestic Violence & Crisis Center

**Also Present:** Sandra Collings, Shasta Training and Consulting; Judd Pindell, HealTherapy; Mary Ann Hall, Probation; Fernie Fernandez, Probation; Allison Giannini, Sheriff's Office; Crystal Thomas, DA's Office; Amy Fernandez, Probation; Jeff Huston, Sheriff's Office

**2. Time Slot Allocation for Presentations from the Public**

Judd Pindell brought for committee review, a HealTherapy program summary containing information on the activities of each individual for the course of the calendar year.

**3. Approval of February 8, 2017 minutes**

A motion was made and seconded to approve the draft meeting minutes from February 8, 2017, as presented

**Motion:** Jennifer Villani

**Second:** Lael Kayfetz

**Approved:** Unanimously

**4. Consider Request to Transfer Chief of Police CCP Executive Committee Membership**

Chief Nicolas has served as Police Chief representative on CCP's Executive Committee since the inception of the Committee and Chief Bowles has filled the role of alternate. Chief Nicholas has emailed to request the current CCP roles be reversed, with Chief Bowles assuming the primary role and Nicholas becoming alternate. By consensus, the Executive Committee accepted the proposed transfer of roles.

**5. Discussion and Evaluation on the Current CCP Budget and Action to Advise Assistant Chief Villani and Fiscal Staff on the Preparation for the 2017/2018 Budget to the County**

Jennifer noted CCP has worked as a team to reduce recidivism and increase rehabilitation and CCP goals are focused on using evidence-based efforts to serve the community and the offenders. The decline in revenue has stimulated an evaluation of CCP plan goals and objectives. Budgetary cuts will need to be made, and while challenging, the cuts are about business. Lael expressed appreciation for the documents and budget worksheets that were provided to support the budget discussion. Documents provided in advance of this meeting included: an updated (to 1/31/17) budget report, a 17/18 CCP Budget Planning

worksheet, 16/17FY Payroll Projections by department, vendor contracts, and the Breakdown of CCP Activities – by Workplan areas, tasks and objectives.

Jennifer drew attention to the 6-page “17/18 CCP Budget Worksheet” document. The worksheet includes a column for “17/18FY w/possible reductions” and blue highlighted cells indicate initial budget reduction areas. Proposed areas of reduction were reviewed with the group. At this juncture, Jennifer invited comments and thoughts.

Lael noted some confusion around CSC parenting classes. While CSC classes are evidence-based, they do not comply with statutory requirements for those mandated to attend and she questions whether the expenditures will stand to an audit. Comprehensive discussion ensued in which the value and efficacy of the classes, now provided through contract with First 5 Siskiyou, were affirmed. Lael suggested development of a document that is signed by the Courts and acknowledges the exceptional situation with regards to geography and access. Discussion on an appropriate mechanism ensued and by consensus, it was agreed to use a one-page MOU for the Probation file. The MOU would be signed by the Judges, on a case by case basis, acknowledge the exceptional situation and note evidence-based First 5 classes are best practice. Additionally, the CCP Workplan will be modified with language saying the classes will be accepted, on a case by case basis, for mandated participants. Lael agreed to identify language for the agreement and send the proposed language to the DA for review.

Further discussion commenced on specific allocations. Budgeted items were proposed for elimination, and by consensus it was agreed to eliminate the following: Western Corrections Diversion scholarships and books; Probation Compliance overtime (to be absorbed into Probation’s budget); and Other Agency (DOJ, Fish and Game, Bureau of Narcotics Enforcement and CHP) Overtime funds. The Unassigned (1020) allocation will be reduced by \$2,500. Allison advocated for continuing Yreka High School’s education contract and explained the program’s value. She anticipates the allocation will not be fully expended this year and a potential agreement with COS may absorb some of the expense in the future.

A comprehensive discussion ensued regarding the electronic monitoring allocation and the pre-trial supervision program. The pre-trial process, its intended purposes, as well as some of the challenges of the last year were reviewed. Discussion was held on how program improvements might be approached; Amy voiced support for reevaluating the program and affirmed Probation’s willingness to make changes. Lael explained her disinclination toward a 2017/18 allocation, as having paid for a program that hasn’t been operational, then continuing funding in anticipation it will be used. Suggested approaches were reviewed and included eliminating the allocation while retaining willingness to re-open and fund the program down the road. When it was noted cutting the allocation would necessitate a lay off; reluctance to lay off staff was voiced.

Jennifer noted the program had furthered efforts, and suggested that before eliminating the program Probation could review the program and could come back with a definite, improved implementation plan. Kirk was supportive of the suggestion; several program benefits were noted as having a PO in court and supervision. Jennifer also listed program benefits of GPS, statistics, referral to services, and risk assessments. Lael noted the “bang for the buck” appeal of a having a PO whose sole job is pre-trial assessment and pre trial supervision.

As discussion continued, Lael stated a preference for chipping away at other budget areas, such as the cost allocation plan. Jennifer noted the cost allocation plan is beyond the control of Probation and addressing the issue would necessitate the committee engaging with the CAO and others. Discussion that explored the cost allocation plan followed and these points were shared: CCP isn’t a department; CCP doesn’t utilize County fiscal, IT and County Counsel County services; the expense of the CCP cost allocation plan has risen

sharply; and the mechanism for cost allocation payment is via a pre-populated banner account debit. It was agreed to draft a letter to County Counsel expressing CCP concern regarding the cost allocation.

A motion was made and seconded approving Executive Committee member Brian Bowles contracting Siskiyou County Counsel, on behalf of the CCP, to express concern regarding CCP's cost allocation plan and request that the issue be looked into.

**Motion:** Lael Kayfetz

**Second:** Jon Lopey

**Approved:** Unanimously

Pre-trial program discussion resumed, it was clarified the position amount includes the compensation package. Jennifer reviewed the program was in place for a year, was effective and made a difference, it provided a picture of what we're doing and that losing the court system was an impact. While the program hasn't been a huge factor with who stays in jail and who's released, we've had information and the supervision component is valued. Interest in continuing the program was acknowledged, however there's also a gap in the budget to be addressed. Lael reiterated her desire to carve other areas such as cost allocation. Jennifer suggest holding one more meeting to take another look at the pre-trial program and a possible revamp, review the remainder of the budget and potential areas to carve. Kirk agreed, with another meeting these areas can be hashed through, questions asked and there will be better understanding for the budget vote; Lael voiced agreement with Kirk. Jennifer added that once a budget agreement is reached, it's a quick process to plug the numbers into the budget template, and if needed, a 1-week extension can be requested.

In further pre-trial conversation Amy shared: that the Judges have been told we're doing the program, discussion can be held daily, and she will be going to the jail to conduct assessments in the morning before coming to probation. Further discussion was held on how to most efficiently conduct the assessment process. Amy will email to discuss the matter with Kirk, Jeff, Lael and Jennifer.

**6. Next Meeting--day/time, agenda items**

**The next CCP meeting will be held Wednesday, March 29th at noon in the DRC.**

**7. Adjourn**

The meeting was adjourned at 1:36 pm.

Respectfully Submitted,  
Sandra Collings, Shasta Training and Consulting