



# County of El Dorado

Probation Department  
3974 Durock Road, 205  
Shingle Spring, CA  
530-621-5625  
www.edcgov.us/probation

## Minutes - Draft

### Community Corrections Partnership

*Chief Probation Officer, Chair \**  
*Presiding Judge of Superior Court for El Dorado County \**  
*Sheriff \**  
*District Attorney \**  
*Chief Public Defender \**  
*Chief of Police, City of Placerville \**  
*Director of the Health and Human Services Agency\**  
*Chief Administrative Officer*  
*Chief of Police, City of South Lake Tahoe*  
*Director of Human Resources*  
*Superintendent of Schools EDC*  
*\* CCP Executive Committee*

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Monday, March 31, 2014

2:30 PM 3974 Durock Rd., Suite 205, Shingle Springs, CA 95682

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#### CALL TO ORDER AND WELCOME FROM CHIEF RICHART

**Present:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

#### ADOPTION OF THE AGENDA

A motion was made by Jackie Davenport, seconded by John D'Agostini to Adopt the Agenda with the following changes:

Move item 15 to become 12.5: 14-0506 Sheriff's Office requests to expend Fiscal Year 2013/14 Transitional Program Planning Savings on classroom start-up costs.

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

#### PUBLIC COMMENT

None.

#### OLD BUSINESS

- 1. 14-0476** CCP staff recommending the Executive Committee approve the Minutes from the regular meeting of June 13, 2013.

A motion was made by John D'Agostini, seconded by Don Ashton to approve the Minutes from the regular meeting of June 13, 2013.

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

2. **14-0478** CCP staff recommending the Executive Committee receive for consideration the list of working group recommendations for use of prior years (Fiscal Year 2011/12 and 2012/13) AB 109 allocation savings.

**A motion was made by Don Ashton, seconded by John D'Agostini to receive and file the list of working group recommendations for use of prior years' (Fiscal Year 2011/12 and 2012/13) AB 109 allocation savings.**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

## STAFF REPORT

3. **14-0492** CCP staff recommending the Executive Committee receive a funding, legislation, and research report.

**Report delivered by CAO Analyst Jessica Brandt.**

**Update on the status of the development of the Community Corrections Center provided by Deputy CPO, Andrew Craven.**

**Chief Richart request to see future report to include State trending minus LA County.**

**A motion was made by Scott Heller, seconded by Teri Monterosso to accept the funding, legislation, and research report.**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

## ADMINISTRATIVE MATTERS

4. **14-0479** CCP staff recommending the Executive Committee discuss and adopt the proposed Community Corrections Partnership Bylaws.

**A motion was made by Jackie Davenport, seconded by Teri Monterosso to adopt the proposed Community Corrections Partnership Bylaws with correction to Article III, F. and to develop Operating Guidelines.**

**Correction to Article III, F. Setting the Agenda: The Chairperson shall designate items on the agenda. A call for requested agenda items shall go out to the Partnership members at least three weeks prior to the scheduled meeting, with requests submitted no later than two weeks before the scheduled meeting.**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

5. **14-0480** CCP staff recommending the Executive Committee discuss and approve the creation of ad hoc committees focused on Programming, Fiscal Issues, Data and Research, and Policy Development and Planning, and appoint Executive Committee sponsors for each ad hoc committee.

**A motion was made by Bill Clark, seconded by Teri Monterosso to approve the creation of two ad hoc committees; one focused on Programming and Fiscal Issues, and a second focused on Data, Research, Policy Development, and Planning, and to appoint Executive Committee sponsors for each ad hoc committee. Charges and directions of each newly formed ad hoc committee to be identified subsequent to action on Agenda Items 7, 8, 9, and 13.**

**Ad hoc Committees:**

**Fiscal and Programming Ad hoc Committee (FPAC) "F-Pack"**  
Executive Committee sponsor; Don Ashton

**Research and Planning Ad hoc Committee (RPAC) "R-Pack"**  
Executive Committee sponsors; Bill Clark

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

6. **14-0493** CCP staff recommending the Executive Committee accept appointments of designees, as requested by Committee members.

**A motion was made by Jackie Davenport, seconded by Don Ashton to accept appointments of designees, as requested by Committee members.**

**Executive Committee member designee:**

**Andrew Craven for Chief Probation Officer**

**Jackie Davenport for Presiding Judge of Superior Court**

**Randy Peshon for Sheriff**

**Mark Ralphs for Chief Public Defender**

**Lt. Kim Nida for Chief of Police-City of Placerville**

**Patricia Charles-Heathers for Director of the Health and Human Services Agency**

**District Attorney, to be appointed at next meeting**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

**FUNDING MATTERS**

7. **14-0486** CCP staff recommending the Executive Committee direct Programming and Fiscal Issues ad hoc committee to convene for preparation of Recommended Fiscal Year 2014/15 AB 109 Implementation Plan and related budget recommendations for consideration by the Executive Committee at a June 2014 Meeting (date to be determined).

**Concurrence of Executive Committee members to charge Programming and Fiscal Issues Fiscal and Programming Ad hoc Committee (FPAC) "F-Pack" to convene for preparation of Recommended Fiscal Year 2014/15 AB 109 Implementation Plan and related budget recommendations for consideration by the Executive Committee at the June 2014 Meeting (date to be determined).**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

8. **14-0487** CCP staff recommending the Executive Committee direct Programming and Fiscal Issues ad hoc committee to convene to prepare a recommended list of Planning and Training Fund allocations for consideration by the Executive Committee at a June 2014 Meeting (date to be determined).

**Concurrence of Executive Committee members to charge Programming and Fiscal Issues Fiscal and Programming Ad hoc Committee (FPAC) "F-Pack" to convene to prepare a recommended list of Planning and Training Fund allocations for consideration by the Executive Committee at the June 2014 Meeting (date to be determined).**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

9. **14-0488** CCP staff recommending the Executive Committee direct Programming and Fiscal Issues ad hoc committee to convene to prepare a recommended list of uses for prior years' AB 109 allocation savings, utilizing the working group recommendation list for guidance, for consideration by the Executive Committee at a June 2014 Meeting (date to be determined).

**Concurrence of Executive Committee members to charge Programming and Fiscal Issues Fiscal and Programming Ad hoc Committee (FPAC) "F-Pack" to convene to prepare a recommended list of uses for prior years' AB 109 allocation savings, utilizing the working group recommendation list for guidance, for consideration by the Executive Committee at the June 2014 Meeting (date to be determined).**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

10. **14-0489** CCP staff recommending the Executive Committee discuss process for requesting funding under the AB 109 Budget-Local Law Enforcement Enhancement line item and direct staff to work on improvements.
- Concurrence of Executive Committee members to charge Fiscal and Programming Ad hoc Committee (FPAC) "F-Pack" to discuss and review the process of requesting funding and return recommendations for consideration by the Executive Committee at a June 2014 Meeting (date to be determined).**
- Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso
11. **14-0490** Probation requests to expend Fiscal Year 2013/14 CCC (Community Corrections Center) Facility Lease savings on facility start-up cost overruns in the line item for Fixed Assets/Minor Equipment/Supplies CCC Program. This request would not result in an overall increase to the Fiscal Year 2013/14 budgeted AB109 funds for Probation.
- A motion was made by John D'Agostini, seconded by Bill Clark for Probations request to expend Fiscal Year 2013/14 CCC (Community Corrections Center) Facility Lease savings on facility start-up cost overruns in the line item for Fixed Assets/Minor Equipment/Supplies CCC Program.**
- Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso
12. **14-0491** Health and Human Services Agency recommending the Community Corrections Partnership Executive Committee approve the use of AB 109 fund balance in an estimated amount of \$29,788 to offset the cost of 0.20 FTE Manager of Mental Health Programs to provide case management supervision as well as the coordination of AB 109 services provided by HHSA during Fiscal Year 2014/15. This FTE would be added to the AB 109 recommended budget as a line item under HHSA estimated costs.
- FUNDING:** AB 109 Special Revenue Fund Prior Year Savings.
- A motion was made by Jackie Davenport, seconded by Bill Clark to approve Health and Human Services Agency's use of AB 109 fund balance in an estimated amount of \$29,788 to offset the cost of 0.20 FTE Manager of Mental Health Programs to provide case management supervision as well as the coordination of AB109 services provided by HHSA during Fiscal Year 2014/15. This FTE would be added to the AB 109 recommended budget as a line item under HHSA estimated costs.**
- Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

**POLICY MATTERS**

- 13. 14-0481** CCP staff recommending the Executive Committee direct the Policy Development and Planning ad hoc committee to begin process of developing goals and long range plan for CCP programming efforts .

**Concurrence of Executive Committee members to charge Policy Development and Planning Research and Planning Ad hoc Committee (RPAC) "R-Pack" to begin process of developing goals and long range plan for CCP programming efforts and return recommendations for consideration by the Executive Committee at a June 2014 Meeting (date to be determined).**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

- 14. 14-0482** CCP staff recommending the Executive Committee direct CCP staff to move forward with engaging in a Professional Services contract with San Joaquin Community Data Co-Op for technical assistance not to exceed \$51,250 over a two year period.

**FUNDING:** AB 109 Planning and Training Funds (already allocated)

**A motion was made by Bill Clark, seconded by Teri Monterosso to approve and direct CCP staff to move forward with engaging in a Professional Services contract with San Joaquin Community Data Co-Op for technical assistance not to exceed \$51,250 over a two year period.**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

**ADDENDUM****FUNDING MATTERS**

**12.5 14-0506** Sheriff's Office requests to expend Fiscal Year 2013/14 Transitional Program Planning Savings on classroom start-up costs for the following items: two (2) Cisco Cat3560 Switches (Fixed Assets, \$5,174), one (1) Polyvision Smart Board (Fixed Assets, \$3,500), Cabling and Wiring for \$4,000. This request totaling \$12,674 would not result in an overall increase to the Fiscal Year 2013/14 budgeted AB109 funds for the Sheriff's Office.

**A motion was made by Bill Clark, seconded by Teri Monterosso to approve Sheriff's Office requests to expend Fiscal Year 2013/14 Transitional Program Planning Savings on classroom start-up costs for the following items: two (2) Cisco Cat3560 Switches (Fixed Assets, \$5,174), one (1) Polyvision Smart Board (Fixed Assets, \$3,500), Cabling and Wiring for \$4,000. This request totaling \$12,674 would not result in an overall increase to the Fiscal Year 2013/14 budgeted AB109 funds for the Sheriff's Office.**

**(Formerly Item 15 as initially agendized. Upon adoption of the agenda, the Committee voted to change the agenda number from Item 15 to Item 12.5)**

**Yes:** 7 - Member D'Agostini, Proxy Clark, Member Richart, Proxy Davenport, Member Ashton, Member Heller and Member Monterosso

**ADJOURNED AT 4:42 PM**