



## AGENDA

### IMPERIAL COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)

#### Budget and Fiscal Subcommittee

THURSDAY, SEPTEMBER 14, 2023

Zoom

*All supporting documentation is available for public review in the office of the Imperial County Probation Department located at 324 Applestill Road, El Centro, CA 92243 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday, excluding holidays. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact or call (442) 265-2402.*

#### Zoom Meeting Information:

**Meeting ID:** 846 3069 4688

**Passcode:** 758458

**Dial-In:** 1-669-900-6833

**Web Link:** <https://us02web.zoom.us/j/84630694688?pwd=S0VxQ1AwN2FzN0tuS3R3ODhhbkRNdz09>

#### 1. Call to Order

- a. Roll Call
- b. Discussion and approval for the continued use of telecommunication services based on current circumstances and local guidelines for a 30-day period.
- c. Approval of CCP Meeting Minutes from May 11, 2023

#### 2. Discussion & Action Item(s):

- a. Discussion / Approval of funding for 6<sup>th</sup> Annual Adult Reentry Summit to be held on November 8<sup>th</sup> 2023.
- b. Discussion / Approval to obtain estimates for the purchase of two (2) vehicles for the Probation Department's Pre-Trial Services Unit
- c. Discussion / Approval to ratify funding of the following positions:
  - i. One (1) Accounting Clerk III
  - ii. One (1) Administrative Analyst II

#### 3. Agency Updates

- a. Probation – Debbie Angulo
- b. Sheriff's Office – Rachel Leal
- c. District Attorney's Office – Ivonne Peraza, Jose Flores
- d. Public Defender – Karla Armstrong
- e. Behavioral Health – Christian Gonzalez, Victor Manriquez
- f. Human Resources – Eleanor Barraza
- g. County Executive Office – Mayra Widmann, Lorraine Martinez

#### 4. Informational Item(s) & Announcements

#### 5. Public Comment – Limited to items that are not on the agenda. This is an opportunity for Members of the public to speak on any issues within the jurisdiction of the CCP Budget & Fiscal Subcommittee.

*Public comments may also be submitted in writing and directed to [joseramirez@co.imperial.ca.us](mailto:joseramirez@co.imperial.ca.us) to be read during this period.*

#### 6. Adjournment / Next Meeting

The Imperial County CCP Budget & Fiscal Subcommittee met through the telecommunication service Zoom on Thursday, May 11, 2023 at 1:30 p.m.

---

**Members Present:** Marcus Romero, Elizabeth Sais, Jose Flores, Jose Ramirez, Christian Gonzalez, Lorraine Martinez, Mayra Widmann, Victor Manriquez, Ivonne Peraza, Eleanor Barraza, Cpl. Sergio Romero, Raquel Leal

**Guest(s):** Jose Luis Ramirez

---

**Call to Order:**

Mr. Marcus Romero welcomed the attending members and guests and called the meeting to order at 1:34 p.m. Roll call was conducted over Zoom.

**Approval for continued use of telecommunication services:**

Mr. Romero reviewed the recommendation for the extension of online meetings; Ms. Lorraine Martinez moved to approve the extension; Mr. Christian Gonzalez seconded the motion; the motion passed unanimously.

**Approval of CCP Meeting Minutes:**

After review of the January 12, 2022 minutes, Ms. Eleanor Barraza moved to approve the minutes; Ms. Lorraine Martinez seconded the motion; the motion passed unanimously.

---

**Discussion / Action Item(s):**

**a. a. Discussion / Approval of funding for staff to attend the APPA 48th Annual Training Institute held in New York City on August 27-30, 2023.**

Ms. Sais presented this item on behalf of the Probation Department and stated APPA emphasizes skill building and career development. Ms. Sais noted that the event provides good information for people within the community corrections, civil, judicial educators, probation, and parole fields. Ms. Sais added that the event has great workshops, such as a judge Q & A and attending staff are able to bring back different policies, procedures, or matrix models that could work for Imperial County.

Ms. Lorraine Martinez asked how much is currently available in the CCP Training budget. Mr. Romero responded, stated they generally budget for about \$100k for training and planning events, and stated that since this event would take place next fiscal year there would be enough to cover the costs.

Ms. Eleanor Barraza motioned to approve this item; Ms. Ivonne Peraza seconded the motion; the motion passed unanimously.

**b. Discussion / Approval of CCP Budget Fiscal Year 2023-2024**

Mr. Romero presented the CCP Budget and stated that it was a standard budget with no major increases aside from the Probation Department due to salary increases. Ms. Widmann asked why this would be presented as an immediate amendment, and Mr. Romero responded and stated that they needed an immediate amendment for additional increases aside from salary and benefits since the Probation Department was looking to provide AB109 staff with cellphones and cover mileage. Mr. Widman noted that due to the timing, it might be possible to include the increase in the budget instead of as an immediate amendment.

Ms. Martinez motioned to approve this item, Mr. Manriquez seconded the motion; the motion passed unanimously.

**Agency Updates:**

Mr. Victor Manriquez stated that ICBHS was going through a big California payment reform and he was unsure if it would affect the AB109 population. Mr. Manriquez noted that this change will affect billing and how the agency is paid.

---

---

**Informational Item(s) and Announcements:**

No additional informational items or announcements were made.

---

**Public Comment**

There were no public comments provided at this meeting.

**Adjournment:**

Mr. Romero adjourned the meeting at 1:53 p.m. The next CCP Budget & Fiscal Subcommittee meeting would be scheduled sometime after the summer break.

# Imperial County Probation Department

**To:** CCP Program & Development; Budget & Fiscal; Executive Board

**From:** The Imperial County Probation Department

**Re:** The 6<sup>th</sup> Annual Adult Summit (2023)

**Date:** 09/06/2023

The Imperial County Probation Department is looking for support and funding for the 6th Annual Adult Summit which is currently planned to be held on **Wednesday, November 8, 2023** at the Imperial County Probation Department. The event will provide workshops and include vendors that will focus on informing adult probationers and incarcerated clients about medical, educational, and employment opportunities available within Imperial County and will include a guest speaker who can connect with attendees.

During the previous Summit event, the Probation Department collaborated with 50 local vendors and provided information to probationers, incarcerated individuals, parole clients and Federal Probation clients. This event will give probationers and justice involved individuals the opportunity to connect with local, private, and public agencies that can better assist them in their journey to rehabilitation and help reduce their chance of recidivating.

Attached you will find the breakdown of costs related to this item. We appreciate your continued support.

Thank you.

## **Cost Break Down**

| Items                          | Cost               |
|--------------------------------|--------------------|
| Venue @ Probation Department   | \$0.00             |
| Speaker                        | \$6,000.00         |
| Speaker - Lodging              | \$350.00           |
| Mileage for Speaker Travel     | \$250.00           |
| Food (Provided by GEO)         | \$0.00             |
| Drinks                         | \$500.00           |
| Tables, Chairs, Canopies, etc. | \$1,400.00         |
| Decorations                    | \$500.00           |
| Misc. Costs                    | \$2,000.00         |
| Podium                         | \$1,000.00         |
| <b>Total</b>                   | <b>\$12,000.00</b> |

## **2022 Attendees**

| Attendees                       |            |
|---------------------------------|------------|
| Probationers/In-Custody Inmates | 159        |
| Federal Probationers / Parolees | 46         |
| Vendors                         | 50         |
| Community Partners              | 120        |
| <b>Total</b>                    | <b>375</b> |

**\* GEO reported they served about 450 plates of food at the event**

**\*The above mentioned total does not include Staff from Probation, Sheriff's Department, Geo Staff (DRC & El Centro Office), Board of Supervisor Members, County CEO, Department Heads from Various County Agencies and Management from ICOE\***

## COUNTY OF IMPERIAL

**DAN PRINCE**  
Chief Probation Officer

**ELIZABETH V. SAIS**  
Assistant Chief Probation Officer



**PROBATION DEPARTMENT**  
**JUVENILE HALL**

324 Applestill Rd.  
El Centro, CA 92243

(442) 265-2400  
(442) 352-8933 fax

## PROBATION DEPARTMENT

August 22, 2023

Board of Supervisors  
County Executive Officer  
County of Imperial  
940 West Main Street  
El Centro, CA 92243

Dear Board Members,

### **Requested Action:**

The Probation Department respectfully appeals the County Executive Office's recommendation of the following Change Requests – Budget Augmentations with an updated funding source:

- Augmentation Request 897: Request approval to convert an Administrative Analyst I to Administrative Analyst II under Org Key 1028001-Probation to be funded through Community Corrections (AB109).
- Augmentation Request 949: Request approval fund one (1) vacant/unfunded Account Clerk III allocation in Org Key 1028001-Probation to be funded through Community Corrections (AB109).

### **Background:**

With regard to the denial of augmentation request 897 to convert an Administrative Analyst I to Administrative Analyst II this position will continue to be funded through the Community Corrections Partnership Grant funding at a cost of \$4,070 during the fiscal year 2023/2024 with no impact to the General Fund. The Partnership (AB109) account is carrying significant reserves that will ensure this remains a state-funded position for decades to come. The Admin Analyst II has over the past several years absorbed increasing high-level responsibilities related to new state initiatives, grants, and programs. These include Pre-trial Services, Cal-Aim Care Court, and Mobile Probation Services. All requiring detailed responsibilities grant applications, compiling, analyzing, interpreting and reporting data, and identifying outcome measurements and reporting progress achieved.

In regards to the denial of augmentation request 949 to fill an unfunded, vacant Account Clerk III that was vacated as part of the County Retirement Incentive Program, the Probation Department currently has twenty active org keys in which the responsibility of the clerk is to process accounts payables, payroll and utilities. The position will coordinate related accounting activities with other functions. In addition, this position will sort and distribute checks and invoices, and reconcile the department revolving cash funds. The position will be funded

through the Community Corrections Partnership (AB 109) at a cost of \$32,365 for fiscal year 2023/2024 with no impact to the General Fund. . In the out years, funding will remain under the Community Corrections Partnership Grant (AB 109). Which is carrying significant reserves that will ensure there is no impact to the General Fund for decades to come.

**Fiscal Impact:**

There will be no additional impact to the General Fund for both requested action items, as Community Corrections (AB 109) funds will be used to offset the cost of \$36,435 to fund both allocations in FY2023-2024 and in subsequent years under Org Key 1028001-Probation (General Fund).

Funds will be transferred from Org Key 1847- Community Corrections (Special Revenue) to Org Key 1028- Probation (General Fund) as follows:

| <b><u>Org Key/Obj Code</u></b> | <b><u>Description</u></b>      | <b><u>DR/CR</u></b> |
|--------------------------------|--------------------------------|---------------------|
| 1847001-552248                 | CCP Transfer Out – Probation   | 36,435              |
| 1847001-446010                 | CCP – State Aid                | (36,435)            |
| 1028001-501000                 | Probation – Permanent Salaries | 24,081              |
| 1028001-501150                 | Probation – SS Medicare        | 349                 |
| 1028001-502000                 | Probation-Retirement           | 3,833               |
| 1028001-502040                 | Probation-Pension Bond         | 486                 |
| 1028001-502045                 | Retirement-Health Plan         | 1,438               |
| 1028001-502015                 | Probation-Group Insurance      | 6,248               |
| 1028001-552080                 | Probation – Transfer – In      | (36,435)            |

Respectfully Submitted,

Dan Prince  
Chief Probation Officer