



AGENDA

IMPERIAL COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)

Budget and Fiscal Subcommittee

THURSDAY, JUNE 20, 2024

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: 813 8804 0596

Passcode: 461557

Dial-In: 1-669-900-6833

Web Link: <https://us02web.zoom.us/j/81388040596?pwd=eEphMjNKNHVncERCTFZxSi95ZHdwZz09>

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 16, 2024

2. Discussion & Action Item(s):

- a. Discussion / Approval to fund one (1) Deputy Probation Officer II position.

3. Agency Updates

- a. Probation – Catherine Apalategui
- b. Sheriff's Office – Raquel Leal
- c. District Attorney's Office – Ivonne Peraza, Jose Flores
- d. Public Defender – Karla Armstrong
- e. Behavioral Health – Christian Gonzalez
- 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 to be read during this period.

6. Adjournment / Next Meeting

**Imperial County Community Corrections Partnership
Budget & Fiscal Subcommittee**

Zoom

The Imperial County CCP Budget & Fiscal Subcommittee met through the telecommunication service Zoom on Thursday, May 16, 2024, at 1:30 p.m.

Meeting Minutes

May 16, 2024

1:30 p.m. – 2:30 p.m.

Members Present: Elizabeth Sais, Catherine Apalategui, Jose Flores, Everardo Rodriguez, Lorraine Martinez, Vanessa Lopez

Guest(s): Jose Luis Ramirez

Call to Order:

Ms. Apalategui welcomed the attending members and guests and called the meeting to order at 1:35 p.m. Roll call was conducted over Zoom.

Approval for continued use of telecommunication services:

Ms. Apalategui reviewed the recommendation for the extension of online meetings; Ms. Elizabeth Sais motioned to approve the extension; Ms. Lorraine Martinez seconded the motion; the motion passed unanimously.

Approval of CCP Meeting Minutes:

After review of the March 21, 2024, minutes, Ms. Sais motioned to approve the minutes; Ms. Martinez seconded the motion; the motion passed unanimously.

Discussion / Action Item(s):

a. Discussion / Approval to fund one (1) Supervisory Probation Officer to oversee the Collaborative Courts and Sex Offender Units.

Mr. Everardo Rodriguez stated that the Probation Department was requesting CCP funding for a Supervisory Probation Officer that will oversee responsibilities related to the new Collaborative Justice Courts program. Mr. Rodriguez added that this position would work alongside the other CCP agencies involved with the program and would also provide supervision for the AB109 sex offender caseload. Mr. Rodriguez provided the total cost of the position, which included coverage of costs related to Supervisory Probation Officer core training, equipment and furniture for their office, and a vehicle that would be used to travel to the courts every day.

Ms. Martinez asked how this item would be presented for the upcoming budget process if it was approved by the CCP. Ms. Apalategui responded and stated that this item would be presented as an immediate amendment and the Department would reimburse a separate account through CCP funds.

Ms. Martinez motioned to approve of this event; Ms. Sais seconded this motion; the motion passed unanimously.

b. Discussion / Approval to fund one (1) Pretrial Service Specialist, one (1) Probation Assistant, and one (1) Deputy Probation Officer II for the Pretrial Services Unit.

Mr. Rodriguez stated that the Probation Department is requesting funding for these positions due to the expanding caseload of the Pretrial Services Unit. Mr. Rodriguez noted that the Pretrial Service Specialist would focus on conducting assessments at the jail and would attend court hearings for the cases. The total funding amount would cover the positions along with Pretrial Core Training and office furniture and equipment.

Ms. Martinez asked if these classifications currently exist and how would the money be used to cover these positions. Ms. Apalategui responded and stated that these job classifications already exist and some funding for these positions would be covered by the courts with the rest being covered by the requested CCP funding.

Mr. Jose Flores motioned to approve this item; Ms. Sais seconded the motion; the motion passed unanimously.

c. Discussion / Approval of Community Corrections Partnership Budget Fiscal Year 2024-2025

Ms. Apalategui reviewed the 2024-25 Fiscal Year budget and provided a breakdown for all items listed which showed a \$5.9 million dollars in the initial allocation with an estimated \$1.4 million dollars in growth for a total of \$7.3 million dollars. Ms. Apalategui noted that normally the CCP receives a \$100,000 funding allocation for completing a CCP Survey and Plan update every year which goes to the CCP Training budget, but this year that funding will no longer be provided and so \$100,000 is budgeted for training expenses.

Ms. Apalategui noted upon additional review of this budget that an adjustment would need to be made to include a \$30k augmentation and she would adjust the document before submission to the CCP Executive Board.

Ms. Martinez asked if the \$100,000 for the Training budget had been allocated through normal funding? Ms. Apalategui responded and stated that yes, this had been allocated through normal funding.

Ms. Martinez asked if Probation would be submitting an augmentation for the increase? Ms. Apalategui responded and stated that yes, the Department would be submitting an augmentation.

Ms. Martinez motioned to approve the budget with the noted corrections by Ms. Apalategui, Mr. Flores seconded the motion; the motion passed unanimously.

Agency Updates:

a. Probation Department

Ms. Apalategui stated that she is currently finalizing some billing that the Probation Department still has pending and was waiting on some items from the Public Defender's Office and would be reaching out later this week about them.

b. Sheriff's Office

Ms. Leal stated she had no updates to provide at this time.

c. Behavioral Health

Ms. Lopez stated she had no updates.

d. County Executive Office

Ms. Martinez stated that she would reach out to the Public Defender's Office as well.

Informational Item(s) and Announcements:

No additional items or announcements were made.

Public Comment

There were no public comments provided at this meeting.

Adjournment:

Ms. Apalategui adjourned the meeting at 2:00 p.m. The next CCP Budget & Fiscal Subcommittee meeting would be set for June 20th, 2024 unless the CCP Executive Board decided to go dark for the Summer.

COUNTY OF IMPERIAL

DAN PRINCE
Chief Probation Officer

ELIZABETH V. SAIS
Assistant Chief Probation Officer



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PROBATION DEPARTMENT

June 13, 2024

The Probation Department is seeking to approve funding for one (1) Deputy Probation Officer II to be assigned to the department's investigation unit. This position will conduct various report writing including: pre-plea reports, sentencing reports, post sentencing reports, supplemental reports, restitution reports, etc. The department previously had a Deputy Probation Officer II assigned to the IVSIT Unit, however, the departmental need is to have a Deputy Probation Officer reassigned to the investigation unit to further assist with the increase of cases and reports being required to process. This position will also be required to transport defendants to Behavioral Health Services and/or residential treatment facilities. With the inception of Collaborative Justice Court this position may also be requested to attend CJC to collaboratively discuss cases and determine treatment plans or services linkages for defendants that will be included in the Probation Officers sentencing report.

With the reassignment of the Deputy Probation Officer II position from IVSIT to the Investigation Unit, the position allocation will no longer be funded through NTF. Therefore, Probation is requesting approval to add and fund one (1) Deputy Probation Officer II allocation funded fully by Community Corrections Partnership.

The estimated annual cost for FY 24/25 for the position is \$99,451.97.

Cost Out : DPO II Range 284 – Step A	
Annual Salary	\$60,852.34
Medicare	\$882.36
Safety County Contribution Retirement	\$20,653.29
Pension Obl. Bond Safety	\$1,326.58
Retiree Health Benefits	\$3,675.48
Group Medical	\$11,252.02
Dental/Vision	\$809.90
Total	\$99,451.97