



## AGENDA

### IMPERIAL COUNTY COMMUNITY CORRECTIONS PARTNERSHIP (CCP)

#### Budget and Fiscal Subcommittee

THURSDAY, OCTOBER 17, 2024

DRC Irene Rios Training Room

324 Applestill Road, El Centro CA 92243

*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.*

#### 1. Call to Order

- a. Roll Call
- b. Approval of CCP Meeting Minutes from September 19, 2024

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

- a. Discussion / Approval to fund a new **Correctional Sergeant** position through CCP funds.
- b. Discussion / Approval to fund a new **Print Shop Operator – Extra Help** position through CCP funds.

#### 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](mailto:joseramirez@co.imperial.ca.us) to be read during this period.*

#### 6. Adjournment / Next Meeting

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

DRC Irene Rios Training Room

The Imperial County CCP Budget & Fiscal Subcommittee met at the Imperial County Day Reporting Center Irene Rios Training Room on Thursday, September 19, 2024, at 1:30 p.m.

**Meeting Minutes**

September 19, 2024

1:30 p.m. – 2:30 p.m.

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**Members Present:** Catherine Apalategui, Everardo Rodriguez, Karla Armstrong, Jose M. Flores, George Marquez, Amanda Quezada, Wendy Betancourt, Sarahy Rodriguez, Robert Benavidez, Carl Armstrong, Christian Gonzalez, Arelene Carvajal, Vanessa Lopez, Sgt. Figueroa, Cpl. Garcia, Lorraine Martinez, Lydia Tovar

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

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**Call to Order:**

Ms. Apalategui welcomed the attending members and guests and called the meeting to order at 1:30 p.m.

**Approval of CCP Meeting Minutes:**

After review of the June 20, 2024, minutes, Mr. Jose Flores motioned to approve the minutes; Ms. Leal seconded the motion; the motion passed unanimously.

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

**a. Discussion / Approval to Fund Travel and Attendance for twelve (12) staff members to the APPA 50th Annual Training Institute Conference from January 26 - 29, 2025 in Las Vegas, Nevada at an estimated cost of \$18,364.00.**

Mr. Everado Rodriguez presented this item on behalf of the Probation Department and went over the APPA Conference event. Mr. Rodriguez noted that the event presents a great opportunity for attending members to get quality training, experience and information regarding a lot of topics related to CCP members. Mr. Rodriguez broke down costs related to the event and noted that each agency would be able to send up to two staff members with any remaining seats going to Probation Officers.

Ms. Lorraine Martinez asked if this item was just for 12 probation staff members? Mr. Rodriguez clarified that this would be for all CCP agency members

Mr. Jose Flores motioned to approve of this event; Mr. Christian Gonzalez seconded this motion; the motion passed unanimously.

**b. Discussion / Approval to fund the Imperial County Adult Summit 2024.**

Ms. Sarahy Rodriguez presented this item on behalf of the Probation Department and noted that this year they were requesting \$13,000 to cover the costs related to the event and the guest speaker fees. Ms. Rodriguez noted that this event has continued to be a successful event and this year they have more agencies interested in attending to provide information to the population. Ms. Rodriguez added that Geo would be providing food for the event.

Mr. Jose Flores motioned to approve of this event; Mr. Christian Gonzalez seconded this motion; the motion passed unanimously.

**c. Discussion / Approval to fund two (2) District Attorney Investigator II positions for the Imperial County District Attorney's Office.**

Mr. Carl Armstrong presented this item on behalf of the District Attorney's Office. Mr. Armstrong stated that the agency was looking for funding for these two positions and equipment to support them. Mr. Armstrong noted that these positions would focus on high-risk individuals and would work towards identifying and tracking these individuals proactively in order to provide immediate interventions prior to recidivating

Ms. Martinez asked if the DA was just requesting the positions or also vehicles? Mr. Armstrong clarified that this request also included two vehicles for both positions.

Mr. Marquez provided additional details on the work that the two positions would focus on.

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Ms. Martinez asked if these positions were new positions or currently existing positions. Mr. Armstrong noted that these would be two new positions.

Ms. Martinez requested that the motion be amended to note that the funding request was for two vehicles as well.

Mr. Jose Flores motioned to approve the amended item; Ms. Karla Armstrong seconded the motion; the motion passed unanimously.

### **Agency Updates:**

#### **a. Probation Department**

Ms. Apalategui stated that the first quarter is coming to end in a few weeks and to send any quarter one billing to the department as soon as possible.

#### **b. Sheriff's Office**

No updates provided at this time.

#### **c. Behavioral Health**

Mr. Gonzalez stated they had no updates to provide this month.

#### **d. County Executive Office**

Ms. Martinez stated that the 23-24 fiscal year has been closed and any adjustments would be reflected in the agency's budgets and final budget would be submitted on Tuesday.

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

No additional items or announcements were made.

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### **Public Comment**

There were no public comments provided at this meeting.

### **Adjournment:**

Ms. Apalategui adjourned the meeting at 2:03 p.m. The next CCP Budget & Fiscal Subcommittee meeting would be set on October 17th.



# IMPERIAL COUNTY SHERIFF'S OFFICE

**FRED MIRAMONTES**

SHERIFF•CORONER•MARSHAL



**To:** CCP Committees

**From:** Imperial County Sheriff's Office

**Date:** September 18, 2024

**Subject:** Request approval to fund a new Correctional Sergeant position through the CCP programming funds.

Dear Committee Members,

**Requested Action:**

It is respectfully requested that the Committee take the following action:

1. Request Approval to Fund a new Correctional Sergeant position through CCP funds.

**Background:**

In 2011 the Public Safety Realignment Act (AB109) made sweeping reforms to public safety and incarceration in the state. It was intended to reduce the number of offenders being sent to state prison to reduce the unsustainable prison population. Those offenders that would not be sent to state prison were sentenced to a prison term to be completed at the county jail. Prior to the realignment, the maximum term that an individual could be sentenced to county jail was a year or less. Post-realignment an individual could be sentenced to a term of 30 plus years.

With a potential incarcerated population increase and the added responsibility of providing rehabilitation for those in the Imperial County Jail, it was quickly determined that we needed to plan for an increase in beds and the dire need for programming space. The Imperial County Sheriff's Office looked for funding to expand.

In 2013, the Imperial County Sheriff's Office was awarded \$33 million to construct a new jail facility. During the planning stage of the jail project, ICISO requested an additional 45 staff members to appropriately staff the facility after it was completed. After much discussion and compromise the

county Board of Supervisors authorized the allocation of 5 positions (one Correctional lieutenant and four Correctional Officers).

To ensure adequate supervision on all shifts, four sergeants were pulled from their administrative positions and put onto shift work to supervise the staff at the Oren Fox Detention Facility. Those administrative sergeants had supervised the transportation unit, coordinated facility maintenance, conducted investigations into employee misconduct, maintained statistical data, conducted audits to ensure compliance to state laws and standards amongst many other responsibilities.

After the transfer of the sergeant positions to shift work the administrative work load was distributed amongst the sergeants that remained in administrative positions. This has led to a noticeable overload of work for those sergeants. Currently one sergeant is responsible for supervising the transportation unit and classification unit, two very difficult areas to manage with the increase in specialty courts and the explosion of individuals suffering from mental health issues or drug induced psychosis.

Correctional facilities use two indicators to determine the encumbrance of the facility. The first measurement is the Average Daily Population (ADP). ADP is the average population for the facility over a set period of time. The second measurement is the Average Length of Stay (ALOS) which averages the number of bed days that incarcerated persons spent in custody. Put simply ADP is a metric to determine how many people are in custody, but the ALOS measures how long they are staying (on average).

In 2000 the ALOS for the Imperial County Jail was approximately 18.27 days. In 2010, the ALOS increased nearly 20 percent to 21.59 days. In 2020, the ALOS increased to 30.07 days. From 2010 to 2020 the average length of time that an incarcerated person spent in custody increased 39.27 percent.

The COVID-19 global pandemic forced the Judicial Counsel to amend the bail schedule and nearly eliminating bookings with the exception of serious, violent, or sexual felonies and select violent misdemeanors. This reduction in bookings and the courts proclivity to release individuals on their own recognizance led our average daily population (ADP) to be 245 in 2022. All COVID-19 bail amendments have been reverted back to their pre-pandemic levels. The ADP in the first two quarters of 2024 has increased to approximately 329. With the increase in population and length of stay the need for an additional sergeant has become strikingly apparent.

The Imperial County Sheriff's Office is requesting funding for one Correctional Sergeant position. The Correctional Sergeant position will oversee incarcerated person vocational training. The planned increase in vocational training at the Imperial County Jail include a barista, barber, and cosmetology training. The barista training will include a coffee cart where incarcerated persons will learn the responsibilities of a barista and receive certification as such. Similarly, the department intends to partner with the Learning Institute of Southern California to offer training in Barbering, Cosmetology, Esthetician, and Manicurist courses to qualifying incarcerated persons. Earning a certificate in these fields could dramatically increase the individual's occupational opportunities in the community after release and in turn reduce recidivism.

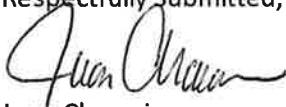
In addition to the vocational training, the Correctional Sergeant will be responsible for the awarding of programming and educational credits, and will act as the Case Records Manager to ensure the accurate sentence computations in accordance with the court minutes. Furthermore, the Correctional

Sergeant position will supervise the Sheriff's Correctional Clerks who are responsible for the clerical duties within the jail facilities and liaise with other external stakeholders.

**Fiscal Impact:**

1. The estimated costs to add and fund one (1) Correctional Sergeant allocation. The cost for a full fiscal year is \$128,549.21.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Juan Chavarin". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Juan Chavarin  
Correctional Captain



# IMPERIAL COUNTY SHERIFF'S OFFICE

**FRED MIRAMONTES**

SHERIFF•CORONER•MARSHAL



**To:** CCP Committees

**From:** Imperial County Sheriff's Office

**Date:** September 18, 2024

**Subject:** Request approval to fund a new Print Shop Operator – Extra Help position through the CCP programming funds.

Dear Committee Members,

**Request Action:**

It is respectfully requested that the Committee take the following action:

- 1) Request Approval to Fund a new Print Shop Operator–Extra Help position through CCP funds.

**Background:**

The Sheriff's Office Corrections Bureau is looking to add a new Extra Help Print Shop Operator position to assist with expanding the services provided by the print shop to other county agencies. We currently have many submissions for printshop work from all types of county entities. The print shop has been doing road signs, program flyers, business cards, workbooks, and vehicle decals.

This print shop is part of our Incarcerated Persons training program for IPs who qualify to leave the facility. In addition, it will allow the Sheriff's Office to expand the curriculum for youth helping at the printshop with graphic design, printing equipment, and vehicle wrapping education.

**Fiscal Impact:**

1. The estimated costs to add and fund one (1) Print Shop Operator-Extra Help position.

(1) Print Shop Operator-Extra Help position for the remainder of FY 2024-2025 is \$79,107.20.

Respectfully Submitted,



Juan Chavarin

Corrections Captain



**Full FY Costs 2024-2025**

		501000	501150	502000	502040	502015	502020	502050				
Position Requested	Status	Range & Step	Hourly Rate	Bi-weekly Salary	Annual Salary	Medicare 1.45%	Safety county Contrib. Retirement 33.94%	Pension Obl. Bond Safety 2.18%	Group Medical Per Pay Period Cost \$432.78	Dental/Vision Per Pay Period Cost \$31.14	Voluntary Life \$36.87	Total Expenditure FY 2024-25
Print Shop Operator-Extra Help		200-A	17.78166	1,422.53	36,985.85	536.29						37,522.15
				<b>Totals</b>	<b>36,985.85</b>	<b>536.29</b>						<b>37,522.15</b>

		501000	501150	502000	502040	502015	502020	502050				
Position Requested	Status	Range & Step	Hourly Rate	Bi-weekly Salary	Annual Salary	Medicare 1.45%	Safety county Contrib. Retirement 33.94%	Pension Obl. Bond Safety 2.18%	Group Medical Per Pay Period Cost \$432.78	Dental/Vision Per Pay Period Cost \$31.14	Voluntary Life \$7.29	Total Expenditure FY 2024-25
Correctional Sergeant	R	282-A	27.52990	2,202.39	57,262.19	830.30	19,434.79	1,248.32	11,252.28	809.64	189.54	91,027.06
Correctional Sergeant	R	282-B	28.91498	2,313.19	60,142.94	872.07	20,412.51	1,311.12	11,252.28	809.64	189.54	94,990.10
Correctional Sergeant	R	282-C	30.37920	2,430.33	63,188.58	916.23	21,446.20	1,377.51	11,252.28	809.64	189.54	99,179.99
Correctional Sergeant	R	282-D	31.89619	2,551.69	66,343.94	961.99	22,517.13	1,446.30	11,252.28	809.64	189.54	103,520.82
Correctional Sergeant	R	282-E	33.49231	2,679.38	69,663.88	1,010.13	23,643.92	1,518.67	11,252.28	809.64	189.54	108,088.06
Correctional Sergeant	R	282-F	35.16758	2,813.40	73,148.40	1,060.65	24,826.57	1,594.64	11,252.28	809.64	189.54	112,881.71
				<b>Totals</b>	<b>389,749.93</b>	<b>5,651.37</b>	<b>132,281.13</b>	<b>8,496.55</b>	<b>67,513.68</b>	<b>4,857.84</b>	<b>1,137.24</b>	<b>609,687.74</b>

**Remainder of FY 2024-2025 - 16 Pay Periods (as of 11/1/24)**

		501000	501150	502000	502040	502015	502020	502050				
Position Requested	Status	Range & Step	Hourly Rate	Bi-weekly Salary	Annual Salary	Medicare 1.45%	Safety county Contrib. Retirement 33.94%	Pension Obl. Bond Safety 2.18%	Group Medical Per Pay Period Cost \$432.78	Dental/Vision Per Pay Period Cost \$31.14	Voluntary Life \$35.87	Total Expenditure FY 2024-25
Print Shop Operator-Extra Help		200-A	17.78166	1,422.53	22,760.52	330.03						23,090.55
				<b>Totals</b>	<b>22,760.52</b>	<b>330.03</b>						<b>23,090.55</b>

		501000	501150	502000	502040	502015	502020	502050				
Position Requested	Status	Range & Step	Hourly Rate	Bi-weekly Salary	Annual Salary	Medicare 1.45%	Safety county Contrib. Retirement 33.94%	Pension Obl. Bond Safety 2.18%	Group Medical Per Pay Period Cost \$432.78	Dental/Vision Per Pay Period Cost \$31.14	Voluntary Life \$7.29	Total Expenditure FY 2024-25
Correctional Sergeant	R	282-A	27.52990	2,202.39	35,238.27	510.95	11,959.87	768.19	6,924.48	498.24	116.64	56,016.65
Correctional Sergeant	R	282-B	28.91498	2,313.19	37,011.04	536.66	12,561.55	806.84	6,924.48	498.24	116.64	58,455.45
Correctional Sergeant	R	282-C	30.37920	2,430.33	38,885.28	563.84	13,197.66	847.70	6,924.48	498.24	116.64	61,033.84
Correctional Sergeant	R	282-D	31.89619	2,551.69	40,827.04	591.99	13,856.70	890.03	6,924.48	498.24	116.64	63,705.12
Correctional Sergeant	R	282-E	33.49231	2,679.38	42,870.08	621.62	14,550.11	934.57	6,924.48	498.24	116.64	66,515.73
Correctional Sergeant	R	282-F	35.16758	2,813.40	45,014.40	652.71	15,277.89	981.31	6,924.48	498.24	116.64	69,465.67
				<b>Totals</b>	<b>239,846.11</b>	<b>3,477.77</b>	<b>81,403.77</b>	<b>5,228.65</b>	<b>41,546.88</b>	<b>2,989.44</b>	<b>699.84</b>	<b>375,192.46</b>

**2024-2025 - Employer Contribution Rates - Retirement, PDB, Retiree Health**

Member Category	2024-2025 Basic Employer Contribution Rate	Pension Obligation Rate	Retiree Health Benefits*	Total Employer Contribution Rate
General/Legacy	20.52%	1.68%	6.04%	28.24%
Safety/Legacy	30.93%	2.18%	6.04%	39.15%
General-New 2013	17.43%	1.68%	6.04%	26.15%
Safety-New 2013	33.94%	2.18%	6.04%	42.16%

**County of Imperial - Employees Medical Bi-Weekly Premium Rates Effective January 1, 2024**

Medical	Employee Only	Employee & Spouse	Employee & Spouse & Children	Employee & Spouse & Children
County Contribution	\$306.11	\$394.07	\$432.78	\$17.66
Employee Cost Plan 1 (\$500 Deductible)	\$70.45	\$184.83	\$159.42	\$273.84
Employee Cost Plan 2 (\$1,500 Deductible)	\$9.23	\$30.80	\$13.37	\$44.16
Employee Cost Plan 1 - Dual	n/a	\$154.03	n/a	\$229.68
Employee Cost Plan 2 - Dual	n/a	0.00	n/a	0.00
<b>Dental/Vision</b>	<b>Employee Only</b>	<b>Employee &amp; Spouse</b>	<b>Employee &amp; Spouse &amp; Children</b>	<b>Employee &amp; Spouse &amp; Children</b>
County Contribution (Cost Based on Product/Plan)	\$15.86	\$33.15	\$31.14	\$45.61
County Contribution (Cost Based on Product/Plan)	\$13.97	\$30.63	\$27.91	\$40.39
Employee Cost (Principal and FICA/Dental)	\$14.06	\$26.14	\$27.02	\$39.51
Employee Cost (Dental Health Services)	\$12.17	\$22.82	\$23.39	\$34.19
Employee Cost (Vision Services Plan)	\$1.80	\$4.01	\$4.12	\$6.13

Fiscal Impact  
 Year 1-16 PayPeriod 79,107.20  
 Year 2 132,512.25  
 Year 3 136,702.14  
 Year 4 141,042.97  
 Year 5 145,610.21