

PROBATION ADVISORY BOARD

Robert Weisman Governmental Center Building
McEaddy Conference Room, 12th Floor
301 N. Olive Ave., West Palm Beach FL 33401

Thursday, April 14, 2022, 12:00 PM

- MINUTES -

Attendance

Members Present

Judge Sherri Collins, Chair, County Court Administrative Judge
Steven Cohen, Criminal Defense Attorney
Adrienne Ellis, County Court Chief, State Attorney's Office
Michelle Johns, Circuit Administrator, Florida Department of Corrections
Louis Tomeo, Criminal Court Services Director, Clerk of the Circuit Court and
Comptroller's Office

Members Absent

Nathan Vreeland, U.S. Probation Office
Maegan Young, County Court Chief, Public Defender's Office

Guests Present

Anthony Gregory, Office of Equal Business Opportunity
Deirdre Kyle, Office of Equal Business Opportunity
Beth-Kaye Levinson, House Arrest Services, Inc.

CJC Staff Present

Regenia Herring, Executive Director
Brad Allen, Criminal Justice Analyst
Candee Villapando, Criminal Justice Analyst

I. Welcome/Opening Comments – Honorable Judge Sherri L. Collins, Chair

II. Roll Call – Candee Villapando, Criminal Justice Analyst, Criminal Justice Commission

III. Approval of the Agenda

Judge Collins proposed to strike item V1. Reports/Updates, A. Report from Professional Probation Services (PPS) from the agenda. Agenda was approved after motion by Steven Cohen and second by Adrienne Ellis.

IV. Approval of the March 31, 2022 Meeting Minutes

March 31, 2022 meeting minutes was approved after motion by Adrienne Ellis and second by Louis Tomeo.

V. New Business

A. Update on proposed changes to the Request for Proposal (RFP) – Honorable Judge Sherri L. Collins, Chair and Regenia Herring, Executive Director, CJC

Additional changes proposed based upon further review:

- Judge Collins noted that based on the Board of County Commissioners minutes in 1993, the Probation Advisory Board (PAB) was created, but was never established by ordinance or resolution. Therefore, after consultation with Jean Williams (Senior Assistant County Attorney), the committee was advised to change all references from PAB to CJC; and from PAB Chair to CJC Executive Director as the determining authority anywhere in the RFP and Contract.
- Under section 14.6 SUPERVISION CLASSIFICATION, Administrative Supervision (RFP p. 24), add language stating “CONTRACTOR shall conduct a statewide criminal records check monthly on all probationer’s on violation status and every six (6) month for the next five (5) years and annually thereafter.”

- B.** Anthony Gregory and Deirdre Kyle, Small Business Development Specialists, Office of Equal Business Opportunity (OEBO) gave an overview of their role in the RFP process. They briefly explained the BOCC's policy in terms of ensuring equitable participation by small business enterprises (SBE), and the minimum goal of 15% SBE participation for all County solicitations, and how this is determined based on the SBE Point System.

VI. Reports/Updates

~~A. Report from Professional Probation Services (PPS) — Tom York, Senior Vice President and Glenn Cueto, Director of Operations~~

- B.** Reports from Members regarding Updates and Issues

Judge Sherri Collins, Chair, County Court

Steven Cohen, Criminal Defense

Adrienne Ellis, State Attorney's Office

Maegan Young, Public Defender's Office – *No report*

Louis Tomeo, Clerk of the Circuit Court and Comptroller's Office

Michelle Johns, Florida Department of Corrections

Nathan Vreeland, U.S. Probation Office – *No report*

VII. Member and Guest Comments

Executive Director Regenia Herring said she will start edits of the document and track changes; and send it out to the members for review and comments by April 22, 2022, Friday. Members were asked to return the documents with their edits and proposed changes to Ms. Herring by April 26, 2022, Tuesday.

VIII. Next Meeting – April 28, 2022, Thursday, 12 pm, via Zoom.

IX. Adjournment