

PROBATION ADVISORY BOARD

Palm Beach County Governmental Center
10th Floor Conference Room
301 N. Olive Avenue
West Palm Beach, Florida 33401



Thursday June 26, 2008 - 12:00 noon

- PRELIMINARY AGENDA -

1. **Welcome/opening comments, Judge Laura Johnson, Chair**
2. **Roll call**
3. **Introduction of guests**
4. **Approval and/or additions to the agenda**
5. **Approval and/or revisions to the previous meeting minutes**
6. **Chairman's Comments**
 - a. **Meeting with Criminal Justice Commission.** Judge Laura Johnson. We met with the Executive and Full Criminal Justice Commission in May and early June. While they were pleased with the report and its recommendations, they asked that we come back with the revised contract. As a result, we have prepared a revised contract and scope of work (clause by clause) for us to review and approve today. As a next step, we will be bringing this issue back to the Executive Criminal Justice Commission on July 14, 2008. Following their approval, the Contract will be reviewed by the County Attorney's Office prior to presentation before the Board of County Commissioners.
7. **New Business:** Review and approval of contract and scope of work. Damir Kukec, Research and Planning Manager.
 - a. **Contract:** Misdemeanor Probation Services (December 6, 2008 to December 5, 2011). Following review item requires motion, second and vote.
 - b. **Scope of Work:** Summary of Substantive Issues and Clause by Clause. Following review item requires motion, second and vote.
8. **Old Business**
 - a. No old business
9. **Updates**
 - a. No updates
10. **Member and guest comments**
11. **Next Probation Advisory Board meeting**

DRAFT

PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
PROBATION ADVISORY BOARD
Governmental Center, 11th Floor
301 N. Olive Ave
West Palm Beach, Fl 33401
April 30, 2008, 12:00 p.m.

MINUTES

Members Present

Laura Johnson	Chairman, Administrative County Court Judge
Sheila Parsons	United States Probation (Federal Probation)
Steven Cohen	Criminal Defense Lawyers Association
Kay Oglesby	Ex-Offender Re-entry Program, Public Defenders Office
Elizabeth Parker	Assistant State Attorney
Michelle Spangenberg	Court Administration
Diane Feldman	Office of the Clerk & Comptroller

Members Absent

John Rivera	Public Defender's Office
Theresa Corner	Department of Corrections

Guests Present

Madie Berry	Program Director, Pride Integrated Services, Inc
Maureen Brickous	Chief Executive Officer, Pride Integrated Services, Inc.
Vivian Demille	Court Options
Wanda Joiner	Pride Quality Assurance Coordinator, Pride Integrated Services, Inc.
Charlie Trotta	Pretrial Services, Justice Services

Criminal Justice Commission Staff Present

Michael Rodriguez	Executive Director
Damir Kukec	Research and Planning Manager

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- 1. Welcome/opening comments, Judge Laura Johnson, Chair.** Chair Johnson welcomed everyone and called the meeting to order at 12:05PM.
 - 2. Roll call and introduction of guests.** In lieu of roll call, members and guests introduced themselves.
 - 3. Approval and/or additions to the agenda.** The agenda was approved with no amendments.
 - 4. Approval and/or revisions to the previous meeting minutes.** The minutes from the previous meeting were approved without any suggested revisions.

5. Chairman's Comments

- a. **Thank you to Judge Paul Damico.** Chair Laura Johnson thanked Judge Damico for his term as Chair of the Probation Advisory Board, noting that he will be a hard act to follow. She also noted that he may join the meeting depending on the outcome of a current case.

6. New Business

- a. **Probation Advisory Board (PAB) Review.** Damir Kukec, Research and Planning Manager, presented the Probation Advisory Board with the results of the two year review of misdemeanor probation services in Palm Beach County. He noted that the scope of the review included probation and pretrial cases terminated between October 30, 2005 and October 31, 2007 for all Pride Integrated Services, Inc. operations in Palm Beach County. Damir Kukec noted that the presentation today will focus on the recommendations in the report, which stem from the review of the case files. He also noted that Pride was very helpful and open with the review exercise; and that the report contains a section outlining their reply to the actual recommendations. As well, Damir Kukec noted that some of the recommendations in the report have already been acted upon by Pride Integrated Services, Inc. (e.g., enhanced documentation of completed risk/need assessment forms and referrals; the establishment of formal and informal memorandum of understanding between social service agencies and Pride, etc.). The presentation and recommendation is attached to the minutes. Damir Kukec encouraged members to send him their comments. He also noted that as a next step, he would go before the Executive and Full Criminal Justice Committee and recommend that they endorse the report and approve the renewal of the service contract for another three years. If they approve the renewal, the next step would be to go before the Palm Beach County Board of County Commissioners. Following the review of the recommendations, the Probation Advisory Board endorsed the report and its recommendations unanimously.
- b. **Contract Expiration (December 5, 2008):** Damir Kukec, Research and Planning Manager. Damir Kukec requested that the Probation Advisory Board approve the renewal of the misdemeanor probation service contract with Pride Integrated Services, Inc. Chair Johnson moved to approve the recommendations of the report, calling for the renewal of the three year contract with Pride Integrate Services, Inc. The motion was approved unanimously by the Probation Advisory Board.

7. Old Business

- a. **Office Space:** Chair Johnson asked for clarification concerning office space for Pride at the courthouse. Ms. Brickous, CEO Pride Integrated Services, Inc. noted that they have been working cooperatively with Court Administration to secure a space on the 9th floor of the main courthouse. Mr. Rodriguez, Executive Director, noted that he and staff would approach Facilities Development and Operations and discuss the issue with the Director, Ms. Audrey Wolfe. Ms. Spangenberg and Chair Johnson agreed to follow-up with the Chief Judge to ensure that she supports the idea of having office space for misdemeanor probation services.

8. Updates

- a. **Misdemeanor Probation Office - PBSO Substation in Jupiter, FL:** Maureen Brickous. She reported that they have been utilizing this space and it has been working well. They are there twice a month to meet with probationers. Ms. Brickous noted that they are also asking the

Sheriff's Office for a telephone and computer hook-up so that we can make it a fully functional office in due time.

- b. **Electronic (SCRAM) Monitoring:** Maureen Brickous noted that she did not have anything to report regarding this issue. Damir Kukec noted that this first became an issue when Pride was thinking of entering a partnership with House Arrest Services, Inc. to provide the SCRAM monitor as a sentencing condition for misdemeanor probation. The partnership required Pride to enter into a contract with House Arrest Services, Inc. Since "sub-contracting" is not permitted under the misdemeanor probation service contract with the county, Pride was seeking approval to amend the contract to permit "sub-contracting" from the Probation Advisory Board. Although, the Probation Advisory Board approved Pride's request the full Criminal Justice Commission denied the request, asking the Probation Advisory Board to further consider some of the concerns expressed by members of the Commission before bringing it back for a final decision. This issue was not brought back to the Probation Advisory Board at the request of Pride Integrate Services, Inc. Chair Johnson also noted that they tried the SCRAM monitor and it was too expensive to implement for offenders; and as a result, they are sentencing less offenders to the SCRAM monitor.

9. Member and guest comments

- 10. Next Probation Advisory Board meeting:** Damir Kukec noted that the next meeting would be called after the Full Criminal Justice Commission meeting.

- 11. Adjournment:** Since there was no more business, Chair Johnson adjourned the meeting.