

**PROBATION ADVISORY BOARD**

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

**Thursday, March 31, 2022, 12:00 PM**

- MINUTES -

**Attendance**

*Members Present*

Judge Sherri Collins, Chair, County Court Administrative Judge  
Adrienne Ellis, County Court Chief, State Attorney's Office  
Michelle Johns, Circuit Administrator, Florida Department of Corrections  
Maegan Young, County Court Chief, Public Defender's Office  
Louis Tomeo, Criminal Court Services Director, Clerk of the Circuit Court and  
Comptroller's Office  
Nathan Vreeland, U.S. Probation Office

*Members Absent*

Steven Cohen, Criminal Defense Attorney

*Guests Present*

Tom York, Regional Vice President, Professional Probation Services, Inc.

*CJC Staff Present*

Damir Kukec, Research and Planning Unit Manager  
Candee Villapando, Criminal Justice Analyst

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

Judge Sherri Collins, Chair, welcomed back everyone to the first in-person meeting in a long while.

**II. Roll Call – Damir Kukec, Research and Planning Manager, Criminal Justice Commission**

**III. Approval of the Agenda**

The agenda was approved by motion by Louis Tomeo; seconded by Maegan Young.

**IV. Approval of the February 17, 2022 Meeting Minutes**

Approval of the February 17, 2022 meeting minutes was tabled for until the next meeting.

**V. New Business**

**A. Finalize Request for Proposal (RFP)**

Judge Collins led discussion of proposed changes or clarifications in the RFP, as follows:

- Mr. Tomeo proposed to change reference from “Clerk and Comptroller’s Office” (RFP p. 25, #4.7.4; Contract p. 23, #7.D) to “Clerk of the Circuit Court and Comptroller’s Office”.
- Under advisement from Jean Williams, Senior Assistant County Attorney, Judge Collins proposed that the language on p. 29 #3 of Contract, and p.31 #4.13 of the RFP to include reference the CJC.

Additionally,

- Mr. Kukec discussed the role of the SBE and OBEO to evaluate whether the process is equitable and fair (p. 2.10 and 2.17 of the contract and p.6 and p.11 of the RFP).
- Tom York noted that item 8-I (Contract p. 25) changed to once a month (from 30 days prior to release). Rather than quarterly

**B. Selection Committee – Probation Advisory Board.** Staff will notify members of selection committee about meeting date to finalize / complete RFP package.

Proposed members of the selection committee:

- Judge Sherri Collins, Chair
- Adrienne Ellis, State Attorney’s Office
- Michelle Johns, Florida Department of Corrections
- Maegan Young, Public Defender’s Office
- Steven Cohen, Criminal Defense Attorney

**C.** Report from Misdemeanor Probation Services Provider, Professional Probation Services (PPS) – *Tom York, Senior Vice President, PPS*

**D.** Reports from Members regarding Updates and Issues

Judge Sherri Collins, Chair, County Court Administrative Judge

Adrienne Ellis, Chief Assistant State Attorney, State Attorney's Office

Maegan Young, Chief of County Court, Public Defender's Office

Louis Tomeo, Director Criminal Court Services, Clerk and Comptroller's Office

Michelle Johns, Deputy Circuit Administrator, Florida Department of Corrections

Nathan Vreeland, U.S. Probation Officer

**VI. Member and Guest Comments**

**VII. Next Meeting** – April 14, 2022, Thursday, 12 PM

**VIII. Adjournment**