

PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
PROBATION ADVISORY BOARD

Governmental Center, 10th Floor
301 N. Olive Avenue
West Palm Beach, FL 33401

February 13, 2013, 12:15 p.m.

FINAL MINUTES

Members Present

August Bonavita, Chairman	County Criminal Court
Rosalyn Baker	Florida Department of Corrections
Daniel Eisinger	Public Defender's Office
Nicole Lawrie	US Probation
Kay Oglesby	Public Defender's Office
Louis Tomeo	Clerk and Comptroller's Office

Guests Present

Brian Feld	Professional Probation Services
Federico Forero	Professional Probation Services
Diane McCarthy	Clerk and Comptroller's Office
Thomas York	Professional Probation Services

CJC Staff Present

Michael Rodriguez	Executive Director
Damir Kukec	Research & Planning Manager
Candee Villapando	Criminal Justice Analyst

I. Welcome/Opening Comments

Chair Bonavita welcomed and thanked everyone for making the time to attend the meeting. Special welcome to Adrienne Ellis, from the State Attorney's Office taking over for Polly McFadden and Nicole Lawrie, from US Probation, taking over for Virginia Cataldo. Chair Bonavita recognized Ms. Cataldo's service of 17 years to the PAB and would like to formally acknowledge her outstanding service at the next meeting that she will be attending.

II. Roll Call and/or Introduction of Members & Guests

Roll call was conducted and there was a quorum. Chair Bonavita asked the guests to introduce themselves.

III. Approval and/or Amendments to the Agenda

The agenda was approved without amendments.

IV. Approval and/or Amendments to the May 8, 2012 and November 14, 2012 meeting minutes

Chair Bonavita reminded the members that approval of the minutes from the May 8, 2012 meeting was tabled in the absence of a quorum. The minutes from the May 8, 2012 and November 14, 2012 meetings were approved.

V. New Business

A. Draft of the Monitoring Study of Misdemeanor Probation Services for Palm Beach County October 1, 2010 to September 30, 2011

Candee Villapando presented highlights from the report which reviewed terminated cases for fiscal year 2011, i.e., from October 1, 2010 to September 30, 2011. The study included a total of 5,040 electronic cases and 4,790 clients. The study also reviewed 479 physical case files (10% of all clients) for information not available in the electronic data. Ms. Villapando provided a description of the terminated cases, e.g., type of supervision, demographic characteristics of the clients, success rate of completion, etc. Ms. Villapando also reported on Pride's compliance to the contract and scope of work requirements and stated that Pride was in compliance. A copy of the draft was sent to Pride for their review, and they responded that they were pleased with the findings of the report. Mike Rodriguez asked if the next review will include PPS data. Damir Kukec said it will include data for September 2012, since PPS started on September 4th that fiscal year. He added that this will be a good opportunity to start getting familiarized with PPS data. Tom York commented that PPS database is web-based and that they are working on getting access for CJC staff. The committee voted to approve the report.

B. Status Update by Professional Probation Services (PPS) on Transition

Mr. York provided copies of quarterly reports for the first full quarter that they completed. He remarked that it felt like the transition is over. Their first quarterly report is based on the Scope of Work and he requested input or any changes that need to be made. The report included statistics at the county level, and broken down to their three office locations (West Palm Beach, Delray Beach, and Belle Glade). Information reported community service hours completed, restitution ordered and satisfied, community service in lieu of fines, case load ratio, fines collected and submitted. Mr. York noted that they submit funds to the Clerk's Office via ACH transfers which have been going very well. He also reported on quarterly mailed restitution log. Chair Bonavita asked if they have a way to compile a list of restitution payments over 14 days, to which Mr. York said yes. Noting that the victim's names and address are on the log, Chair Bonavita asked about victim confidentiality issue. Since this information is required in the SOW, the committee agreed to discuss this further as recommended by Mr. Rodriguez. The financial waiver process for cost of supervision was also discussed.

Daniel Eisinger asked if PPS has gone paperless. Mr. York replied that they scan all documents into the system, but keep certain documents such as court orders, certificates of completion, etc. in the hard file. He added that their system is web-based they can easily provide access to anyone requesting it. Rosalyn Baker asked about interstate compact cases

C. PPS's role and responsibility in collecting and/or providing information re interest associated with offenders fines owed to the county

Mr. York reported that they have already clarified this issue with Diane McCarthy of the Clerk's Office. He indicated that Pride did not collect interest payments and they were not sure if this is something PPS should be doing. In the meantime, he said that their probation officers go ahead and inform clients about this if they see it on SHOWCASE, and forwards anything they collect to the court through ACH transfer. Mr. Rodriguez commented that this might be something that should also be covered in the SOW; Louis Tomeo agreed.

D. Survey with Judiciary, State Attorney's Office, and Public Defender

Damir Kukec proposed conducting a survey of the judiciary, SAO, and PD to get their feedback about the new provider. Chair Bonavita noted that he sent an email to the county and criminal judges in advance of the meeting regarding this but he did not get a response, which could mean a good thing. Mr. Rodriguez asked what about surveying the probation clients? Like a satisfaction survey, Chair Bonavita chimed. Mr. York said that they do it in some offices. Nicole Lawrie said they do it at the federal level, at an ongoing level, like every six months. Mr. Kukec said it can be done online, like an exit survey. Chair Bonavita would like this to be discussed at the next meeting.

VI. Updates/Old Business

No updates/old business discussed.

VII. Member and Guest Comments

Mr. Tomeo remarked that it has been a very smooth transition. And with respect to the ACH transfers, the communication between PPS and the Clerk's Office has been really good.

VIII. Next Meeting

Chair Bonavita asked if everyone is still okay meeting at 12:15 instead of 12:00 pm. Everyone agreed. A meeting was tentatively scheduled for May 8th at 12:15 p.m.

IX. Adjournment