



**MINUTES  
FOR THE LOS ANGELES COUNTY  
PROBATION REFORM & IMPLEMENTATION TEAM  
MISSION AND COMMUNITY ENGAGEMENT MANDATE OF  
PROBATION OVERSIGHT COMMISSION (POC)**

**Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 374-A  
Los Angeles California 90012**

**Wednesday, October 17, 2018  
2:00 p.m. – 4:30 p.m.**

**Members Present:** Chairman Saul Sarabia, Member Alex Sanchez , Member Cyn Yamashiro, Member Dr. Sheila Balkan, Member Jose Osuna, Member Mack Jenkins, Member Tiana Murillo, Member Carrie Clarke, Member Sheila Williams

**Others Present:** Terri L. McDonald, Chief Probation Officer  
Rodrigo Castro-Silva, County Counsel  
Honorable Judge John Lawson, Juvenile Delinquency Court  
Honorable Judge Peter Espinoza, Office of Diversion and Reentry  
David Muhammad, RDA Advisory Committee  
Stacy Ford, Probation Department Union Representative

**I. Welcome and Introductions**

Chairman Sarabia called the meeting to order at 2:13 p.m. and welcomed the Probation Reform & Implementation Team (PRIT) members, Subject Matter Experts (SMEs), stakeholders and constituents.

**II. PRIT Process and Context**

In an effort to facilitate a forum of discussion on the meeting topic, Chairman posed the following two questions to PRIT members and SMEs:

- *How can the Probation Department services be structured to best respond to the needs of the community?*
- *What values would you like to see the Probation Department and probation officers embrace as they carry out their mission?*

### **III. Updates and Subject Matter Expert Reflections on Organizational Structure and Mission, Vision, Values**

Chairman Sarabia introduced the SMEs for the meeting: David Muhammad, RDA Committee Advisor; Terri L. McDonald, Chief Probation Officer; Honorable Judge Peter Espinoza, Office of Diversion and Reentry Director; Honorable Judge John Lawson, Juvenile Delinquency Court Director and Stacy Ford, Probation Department union representative.

SMEs presented information about their field to the PRIT members and members of the community.

Mr. David Muhammad reflected on his experience in creating the mandates and adopted recommendations for Probation Reform. Mr. Muhammad addressed the issues with a Probation Department that is punitive and deficient based. He emphasized on creating a cultural change in the department in order to see change. Furthermore, proposed aiming for a structural change within the department.

Mr. Muhammad introduced quotes of mission, vision, values from other probation departments in the country and explained the meanings behind each statement.

Chief Probation Officer, Terri L. McDonald gave an update on reform changes for the Probation Department. Chief McDonald explained the new Administrative infrastructure for the Probation Department in order to sustain the reform changes. Chief McDonald emphasized the importance of investing money on their Information Technology (IT) systems infrastructure of the Department. She also addressed the staffing issues within the Department and the strides they are taking towards improving these issues.

Chief McDonald addressed the questions posed by PRIT Members regarding specialization of staff, staff caseloads, grievance processes, and cultural change.

Honorable Judge Peter Espinoza provided a self-introduction and including his professional experience. Judge Espinoza also explained and provided an overview on the functions of the Office of Diversion and Reentry. Additionally, Judge Espinoza provided information on the Felony Pretrial Program, a collaboration between the Office of Diversion and Reentry, the Probation Department, community based providers and the Los Angeles Superior Court.

Honorable Judge John Lawson presented how the Juvenile Court and Delinquency Court work hand in hand with the Probation Department. The Probation Department is doing more in terms of diversion and referring children to community based organizations. Judge Lawson also spoke about the Probation Department's risk assessment for individuals.

Stacy Ford, Probation Department Union Representative shared that line-staff look forward to change and reform but need training and the proper tools to do so. Mr. Ford also requested to have Probation Department line-staff to be present to facilitate the Probation Department's reform.

#### **IV. Community Input and Questions on Organizational Structure and Mission, Vision, Values**

Chairman Sarabia opened the floor to PRIT members and the community to share comments and ask questions to PRIT members or SMEs. Various individuals of the community shared their input on the importance of establishing and implementing cultural change within the Probation Department.

#### **V. Closing and Next Steps**

Chairman Sarabia announced that PRIT will host its next community dialogue on Thursday, October 25, 2018.

Chairman Sarabia thanked the PRIT members and the community for participating in today's activities.

**The meeting was adjourned at 5:01 p.m.**