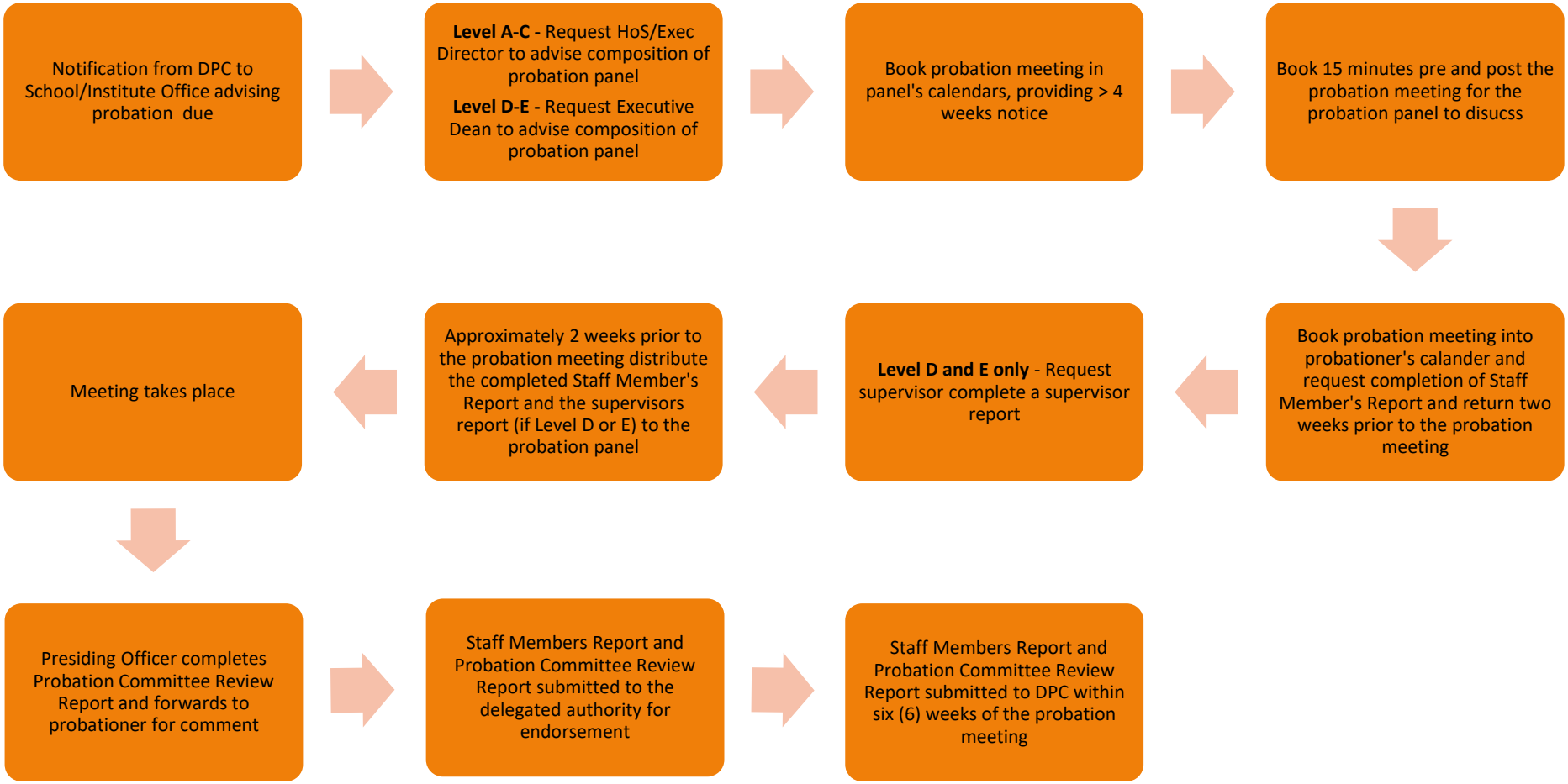Probation Coordinator’s process to scheduling probation meetings for continuing staff