

# PROBATION DEPARTMENT COUNTY OF SAN MATEO



## Members

**John Keene**  
Chief Probation Officer

**Michael Callagy**  
County Executive Officer

**Noelia Corzo**  
Board of Supervisors

**Susan Etezadi**  
Superior Court

**Rebecca Baum**  
District Attorney's Office

**Ziomara Ochoa**  
Behavioral Health  
and Recovery Services

**John Fong**  
Human Services Agency

**Ron Rayes**  
Private Defender's Office

**Dan Mulholland**  
Chief, Redwood City  
Police Department

**VACANT**  
Sheriff's Office

**Kris Shouse**  
County Office of  
Education

**Susan Manheimer**  
Community at-large

**Jane Smithson**  
Community at-large

**Nick Jasso**  
Youth Voice

**Monroe Labouisse**  
Juvenile Justice and  
Delinquency Prevention  
Commission

## Community Based Organization Members

**Ben Marks**  
StarVista

**Margaret Hitchcock**  
Y.M.C.A.

**Kate Hiester**  
Fresh Lifelines for Youth

Juvenile Justice Coordinating Council (JJCC) Meeting  
Thursday, February 9, 2023  
12:00 – 2:00 p.m.  
222 Paul Scannell Drive, San Mateo  
Chief's Conference Room

## MEETING AGENDA

- |  |                |
|--|----------------|
| <b>I. CALL TO ORDER</b>                          | John Keene     |
| <b>II. PUBLIC COMMENT</b>                        | John Keene     |
| <b>III. UNFINISHED BUSINESS</b>                  | All            |
| <b>a. Approval of November 17, 2022, Minutes</b> |                |
| <b>a. NEW BUSINESS</b>                           |                |
| <b>b. RFPs Update</b>                            | Darlene Hansen |
| • JPCF/JJCPA                                     |                |
| • YOBG/JJRBG                                     |                |
| <b>c. Budget Update</b>                          | Hong Liu       |
| <b>d. Convene DJJ Realignment Subcommittee</b>   | John Keene     |
| * <a href="#">See separate agenda</a>            |                |
| <b>b. ADJOURNMENT</b>                            | John Keene     |

## 2023 JJCC MEETING SCHEDULE

- Thursday, February 9, 2023
- Thursday, May 11, 2023
- Thursday, August 17, 2023
- Thursday, November 30, 2023

MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT DARLENE HANSEN AT LEAST 72 HOURS BEFORE THE MEETING AT: (650) 312-5227 or dhansen@smcgov.org. NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS.

If you wish to speak to the Committee, please fill out a speaker's slip. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to Darlene Hansen, who will distribute the information to the committee members.

**PROBATION DEPARTMENT  
COUNTY OF SAN MATEO**



**Michael Callagy, County Executive Officer  
Iliana Rodriguez, Deputy Executive Officer**

**Members**

**John T Keene**  
Chief Probation Officer

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County Executive Officer

**Don Horsley**  
Board of Supervisors

**Susan Etezadi**  
Superior Court

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Chief, Redwood City  
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**Ed Wood**  
Sheriff's Office

**Kris Shouse**  
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**Ben Marks**  
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**Margaret Hitchcock**  
Y.M.C.A.

**Kate Hiester**  
Fresh Lifelines for Youth

**Juvenile Justice Coordinating Council (JJCC) Meeting**

November 17, 2022  
12:00 p.m.- 2:00 p.m.  
Virtual Zoom Meeting

**MINUTES**

**Present Members:**

John Keene  
Michael Callagy  
Rebecca Baum  
Ziomara Ochoa  
John Fong  
Ron Rayes  
Dan Mulholland  
Kris Shouse  
Susan Manheimer  
Jane Smithson  
Nick Jasso  
Monroe Labouisse  
Margaret Hitchcock  
Kate Hiester

**Absent Members:**

Don Horsley  
Susan Etezadi  
Ed Wood  
Ben Marks

**Other Attendees:**

Adam Ely, Kitty Lopez, County Executive Board; Aurora Pena, Lisa Mancini, BHRS; Connie Chu, Kim Gillette, Kim Carpenter, ASR; Clair Cunningham, County Attorney's Office; Mason Henricks, County Office of Education; Micah Anderson, MBA; Ramon Lejia, OYCR; Anabel Watanabe, Becky Powers, Bonnie MacAskill, Chris Abalos, Darlene Hansen, Hong Liu, Melanie Stauffer, Tony Burchyns, Probation.

**I. Adopt a resolution finding that, as a result of the continued COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health and safety of attendees**

**M:** Michael Callagy/**S:** Ron Rayes

All voting members agreed to move forward with meeting virtually.

**II. CALL TO ORDER**

The meeting was called to order at 12:04 p.m.

**III. PUBLIC COMMENT**

There was no public comment.

**IV. ROLL CALL**



**V. UNFINISHED BUSINESS**

**A. Approval of February 17, 2022 Minutes**

The JJCC Minutes from May 19, 2022 were approved.

**M:** Dan Mulholland /**S:** Susan Manheimer

**Abstentions:** Kris Shouse

**VI. NEW BUSINESS**

**A. Requests for Proposals**

Two Requests for Proposals (RFPs) were released into Public Purchase on November 2, 2022.

1. Juvenile Probation Camp Funding (JPCF), and the Juvenile Justice Crime Prevention Act (JJCPA) funding streams
2. Youthful Offender Block Grant (YOBG) and the Juvenile Justice Realignment Block Grant (JJRBG) funding streams

- A pre-proposal meeting will take place on December 7<sup>th</sup>, followed by an institutions - Juvenile Hall and Camp Kemp tour.
- The deadline to submit all questions to the county is December 9<sup>th</sup> and responses will be released by the county on December 16<sup>th</sup>.
- The request for proposal submissions deadline is on January 9<sup>th</sup> at 4:00 p.m.
- Contract negotiations will take place between Feb 27<sup>th</sup> and March 3<sup>rd</sup> and the recommendations to the Board of Supervisors will follow in May or June.
- Contracted services will begin on July 1, 2023, for a three-year contract term.

**B. Budget Update**

Currently the funding streams remain the same.

- The annual funding for JJCPA is about \$2 million, JPCF is about \$2.8 million, and YOBG is about \$3 million.
- JJRBG is a new funding stream that has been set for about \$1.6 million for this upcoming year but will grow over the next upcoming years.
- The funding amount for the RFPs will remain the same as previous years. It will be about \$300K for JJCPA, \$700K for JPCF, and \$500K for YOBG. The RFP funding amount for JJRBG is still not known but will depend on the proposal.
- In the case of funding reduction, the county does have some reserves from the funding streams that have been kept from past years.

Chief Keene would like to encourage a high level of participation in the RFP process. The department is open to utilizing resources available to extend



Michael Callagy, County Executive Officer  
Iliana Rodriguez, Deputy Executive Officer

beyond the RFP funding ranges if we get a ton of great requests to create great quality programing that will help with service delivery in our facility and community.

**C. Office of Youth & Community Restoration (OYCR)**

The Office of Youth and Community Restoration (OYCR) will be visiting our county on December 6<sup>th</sup>.

- OYCR is touring the counties with juvenile facilities to get a sense of how they are operationalizing their SB 823 transition and plans.

**D. Post Pandemic School Safety Concerns**

Clair Cunningham and Mason Henricks discussed the current struggles that the schools are experiencing with student behaviors as well as ways to better support the students and enhance school safety.

- There has been a high increase in the following themes: sexual misconduct, weapons on campus/community, Gang/group violence, suicide ideation, family discord/threats, and middle school isolation/lack of belonging.
- The schools need greater communication and collaboration across the system to support the students that have gone through a traumatic experience of being arrested. Often the schools are not aware.
- All school districts are trained on the Student Threat Assessment process which gives recommendations on how to better support the individual students demonstrating concerning behaviors.
  - The Student Threat Assessment team consists of members from the County Office of Education, County Attorney's Office, Juvenile Probation, BHRS, Office of Consumer and Family Affairs, Child and Family Services, and various law enforcement officers, including the school resource officers.
  - The members of the team bring their knowledge about services that can be offered and work together to help provide the students with the extra support they need to be successful.

Chief Keene shared that probation would like to support in any way possible, but there are limits with what can be shared with the schools regarding detained students or students that have been in the juvenile justice system. The court will need to be a critical part of this conversation and a broader discussion will be arranged.

**E. Comprehensive Annual Report Presentation**

Kim Gillette gave a presentation on the Annual Comprehensive Report.

- A copy of the presentation will be posted on the probation website.

**VII. ADJOURNMENT**

The JJCC meeting was adjourned at 2:03 p.m.

**PROBATION DEPARTMENT  
COUNTY OF SAN MATEO**



**Michael Callagy, County Executive Officer  
Iliana Rodriguez, Deputy Executive Officer**

The next JJCC meeting will be on Thursday, February 9, 2023.

All meetings will be in person at the following location:  
**Youth Services Center – Chief's Conference Room**  
222 Paul Scannell Dr., 2<sup>nd</sup> Floor  
San Mateo, CA 94545

DRAFT