

San Mateo County Regional Operations Center
500 County Center – Manzanita Hall
Redwood City CA, 94063



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

Independent Civilian Advisory Commission on the Sheriff's Office
Regular Meeting: Wednesday, February 5, 2025
6:30 p.m. – 8:30 p.m.

Join the meeting on Zoom:

<https://smcgov.zoom.us/j/82161399442>

The webinar ID: 821 6139 9442

Dial in: +1 669 900 6833 (Local).

This meeting of the Independent Civilian Advisory Commission will be held at Manzanita Hall. Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person visiting the Manzanita Hall, located at 500 County Center, Redwood City, CA 94063.

Members of the public wishing to comment on an item may do so in the following ways:

1. Email comments to ICACFeedback@smcgov.org by **4:00 p.m. on the meeting date**. Emails will be forwarded to the Independent Civilian Advisory Commission by the County Executive's Office of Community Affairs. Please identify the Agenda Item number in the subject line of your email.

2. Provide oral public comments during the meeting via zoom or phone:

Zoom: When the Chair announces the item on which you wish to speak, click the "raise hand" feature in Zoom. Speakers will be notified of their turn shortly before they are called on to speak.

Phone: When the Chair announces the item on which you wish to speak, phone participants will be called on by the last two digits of their phone number. When the Chair calls your name to provide public comment, if you are participating via phone, please press *6 to unmute yourself.

ITEM	PRESENTER
1. Call to Order and Roll Call	Chair, Kalimah Salahuddin
2. General Public Comment – (Limit to two minutes) <i>This item is reserved for persons wishing to address the Independent Civilian Advisory Commission on a topic within the jurisdiction of the Commission but that is not on the agenda. Public comments on matters on the agenda shall be heard at the time the matter is called. Please fill out a speaker slip.</i>	Clerk
3. Motion to Approve Agenda	Chair, Kalimah Salahuddin

4. Motion to Approve Meeting Minutes August 21, 2024; September 4, 2024; September 18, 2024; October 16, 2024; November 6, 2024; November 20, 2024; January 11, 2025 (Special Meeting) • Clarifying Questions/Input from Commissioners • Public Comment (limited to two minutes). Public comment must be related to this agenda item.	Chair, Kalimah Salahuddin
5. Welcome and Introductions • Board of Supervisors (2025 new assignments) • Sheriff Office Representative • Clarifying Questions/Input from Commissioners • Public Comment (limited to two minutes). Public comment must be related to this agenda item.	Chair, Kalimah Salahuddin Board of Supervisors Sheriff Department
6. Presentation: Current Process/Role of Inspector Generals • Clarifying Questions/Input from Commissioners • Public Comment (limited to two minutes). Public comment must be related to this agenda item.	Deputy County Executive
7. Presentation: Applicable Processes Should the Sheriff Position Become Vacant • Clarifying Questions/Input from Commissioners	County Attorney's Office

Public Comment (limited to two minutes). Public comment must be related to this agenda item.	
8. Motion: Adopt 2025-2026 Priorities Community and Staff Engagement Transparency and Accountability Improved Communication Between Inmates and Families - Clarifying Questions/Input from Commissioners - Public Comment (limited to two minutes). Public comment must be related to this agenda item.	Chair, Kalimah Salahaddin
9. Follow Up Discussion: Retreat Review and Next Steps Commissioner(s) seeking guidance on emails complaints received from public members; how to respond Review/Update DRAFT Work Plans Review DRAFT Mission statement - Clarifying Questions/Input from Commissioners - Public Comment (limited to two minutes). Public comment must be related to this agenda item.	Chair, Kalimah Salahuddin and Vice Chair, Bill McClure County Attorney's Office
10. Commissioner and Liaison Announcements	Commissioners
11. Adjournment	Clerk

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ADA Requests

Individuals who require special assistance, language access, or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact Community affairs by **10:00 a.m. on the day before the meeting** at [_ICACFeedback@smcgov.org](mailto:ICACFeedback@smcgov.org)

Solicitar ADA o Acceso al idioma

Las personas que requieran acceso al idioma español, o una modificación o adaptación relacionada con una discapacidad para participar en esta reunión, o que tengan una discapacidad y deseen solicitar un formato alternativo para la reunión, deben comunicarse con Asuntos Comunitarios **antes de las 10:00 a. m. del día antes de la reunión** al ICACFeedback@smcgov.org

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Next Commission Meeting:
Regular Meeting: March 5, 2026, 6:30-8:30 pm

For more information about the ICAC visit our website at: <https://www.smcgov.org/icac>

*****IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE*****

For more information regarding how to participate in the meeting, either in-person or remotely, please refer to the instructions below. In addition, a video broadcast of the meeting can be viewed at:

<https://www.smcgov.org/icac>. Closed Captioning will be provided for all Commission meetings. While watching the video broadcast, please scroll over the video and click “CC” to turn closed captions on.

Public Participation Options:

1. **In-Person:** Meeting may be accessed **in-person** at -
Manzanita Hall, located at 500 County Center, Redwood City, CA 94063.
2. **Remote:** Meeting may be accessed through **Zoom online** link (see Zoom instructions below) -
<https://smcgov.zoom.us/j/82161399442>. The webinar ID: 821 6139 9442.
3. **Telephone:** Meeting may be accessed **via telephone** by dialing-
1 669 900 6833 (Local). Enter Webinar ID: 821 6139 9442, then press #.

Instructions for Public Comment During Hybrid Meetings:

12. This item is reserved for persons wishing to address the Independent Civilian Advisory Commission on a topic within the jurisdiction of the Commission but that is not on the agenda. Public comments on matters on the agenda shall be heard at the time the matter is called. Please fill out a speaker slip.

Members of the public may provide public comments to the commission as follows:

***Spoken Comments in-Person:**

1. Members of the public who wish to address the Commissioners should complete a speaker’s slip to make a public comment. Speakers will be called to the stand in the order their speaker slip were received. Each speaker will have one minute to speak for each agenda item.

***Spoken Comments Via Teleconference (Zoom):**

1. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
2. When the Clerk calls for the item on which you wish to speak, click on “raise hand” feature. Speakers will be notified shortly before they are called to speak. Each speaker will have one minute to speak for each agenda item.

***Written Public Comment:**

Written public comments may be emailed in advance of the meeting, and such written comments should indicate the specific agenda item on which you are commenting. Please read the following instructions carefully:

1. Your written comment should be emailed to ICACFeedback@smcgov.org by **4:00 p.m. on the day of the meeting**. The Clerk will make every effort to read emails received after that time but cannot guarantee such emails will be read during the meeting, although such emails will still be included in the administrative record.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the one minute allowed for verbal comments, which is approximately 150-200 words.

Instructions for Zoom Access:

During hybrid meetings of the Independent Civilian Advisory Commission, members of the public may address the commission as follows:

1. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up -to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
2. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

San Mateo County Regional
Operations Center,
501 Winslow Street,
Redwood City, CA
www.smcgov.org/icac

August 21, 2024

6:30pm

The San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office will advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office. It will provide a public forum for input from the community regarding the Sheriff's Office, develop and implement an annual work plan, and make recommendations to the Board of Supervisors.

The Independent Civilian Advisory Commission was held in person at the San Mateo County Regional Operations Center (501 Winslow Street, Redwood City) and by teleconference using zoom:
<https://smcgov.zoom.us/j/89476806651>.

This meeting can be viewed in its entirety and shows each agenda item here: [YouTube Video](#)

1. ROLL CALL

Present:

Commissioners: Marco Durazo, Micheal Fisher, Bill McClure, Shirley Melnicoe, Kalimah Salahuddin, Robert Silano, James Simmons

Alternates: Rebecca Carabez

CARE Liaisons: Bruce Von Herrmann, Stanley E Roberts

County Staff: Jennifer Castro-Lara, Kenny Chu, Emma Gonzalez, Adam Ely, David Silberman

Absent:

Alternates: Alexis Lewis

CARE Liaison: Michael Klobuchar

2. GENERAL PUBLIC COMMENT

In-Person Public Comments:

Deacon Lauren McCombs, Nancy Goodban, David Vallerga

Public Comments via Zoom:

Pat, Alan Melnicoe, Debra Leschyn

3. PRESENTATION: ON-BOARDING FOUNDATIONAL INFORMATION

Overview of Boards and Commissions Speaker:

Connie Juarez-Diroll, San Mateo County's Chief Legislative Officer, Principal Management Analyst

- Role of Boards and Commissions: Gather public input and advise the Board of Supervisors on public transparency, accountability, and engagement.
- Resources and Support: Handbooks are available online; staff liaisons assist with information and support.
- Commissioner Responsibilities: Attend meetings, understand functions, uphold ethics; alternates can fill in as needed.
- Communication: Annual work plans required; staff liaisons facilitate scheduling and updates.
- Agenda Development: Chair collaborates with staff on agendas; all commissioners can propose items.

Overview of Independent Civilian Advisory Commission Meeting Speaker:

Adam Ely, Deputy County Executive

- Commission Structure: Comprises seven voting members and two alternates; alternates participate in discussions and can vote if a voting member is absent.
- Purpose and Duties: Advises the Board on public transparency and engagement, facilitates public input on sheriff's office issues, and makes annual recommendations based on a work plan.
- Feedback Mechanisms: Commissioners can receive public feedback through in-person comments, dedicated email addresses, and reports from youth and CARE group representatives.
- Limitations: Cannot manage County departments, interfere in investigations, advise on personnel matters, or issue subpoenas; Commission must seek input from relevant county offices before making recommendations.
- Facilitation and Culture: A facilitator will help establish a collaborative culture and guide the development of the commission's initial work plan, promoting organization and productivity.

Commissioner Inquiries:

1. Presentation from county counsel regarding the investigative framework, and ongoing legal oversight to guide commission on inquiries related to pending litigation or investigations.

Kalimah Salahuddin arrived at the meeting 7:23pm.

In-Person Public Comments:

None

Public Comments via Zoom:

Caller 1650****562, Elsa Schafer, Eric Sapp LSPC

4. DISCUSSION: COMMISSION ON-BOARDING PROCESS

Speakers:

Debbie Schechter, Facilitator

- Onboarding Goals: Ensure shared understanding of responsibilities and effective collaboration.
- Curriculum Outline: Agendas will cover foundational topics and additional member-chosen items, designed to provide commissioners with a shared understanding of the Sheriff's Office operations, relevant background information.
- Engagement: Future meetings will include discussions with external experts on relevant programs.
- Feedback Encouraged: Commissioners can suggest adjustments to the curriculum to support work plan development.

- Provided an overview of the goal setting process to help the commission identify priorities, necessary data, and concrete steps to achieve their objectives, culminating in the development of an annual work plan.

Commissioner Inquiries:

1. Add a discussion regarding the Sheriff's Office general use of force policy, specifically the use of less lethal devices.
2. Explore recruitment, staffing, and training in the Sheriff's Office and how the support they receive affect operations.
3. Include more detailed discussion on independent investigations and jail deaths.
4. Presentation from the Sheriff's Office Professional Standards Bureau regarding disciplinary process.

In-Person Public Comments:

Trena Patton, Nancy Goodban

Public Comments via Zoom:

Caller 1650****562, Pat, Debra Leschyn, Elsa Schafer

5. PRESENTATION: VOTER REGISTRATION AND ELECTION SERVICES PROCESS TO INMATE POPULATION

Voter Education and Outreach Plan Speakers:

Jim Irizzary, San Mateo County's Assistant Chief Elections Officer, Assistant Assessor, County Clerk Recorder

- Introduced Elections Supervisor Hillary O'Connor, Elections Specialist Chephren Goree, and Elections Specialist Ken Perry. They interface with the Voter Education and Outreach Citizen Advisory Groups.
- Election Model:
 - First county in California to conduct all mail ballot elections (2015) per the California Choice Act.
 - Transitioned to all mail ballots with 49 vote centers for in-person voting.
- Voting Options:
 - Mail voting starts 29 days before Election Day.
 - 62 ballot drop-off locations and multiple language support.
- Voter Education:
 - The County has a comprehensive voter education and outreach program, including postcard mailings and multicultural outreach.
 - Outreach program includes citizen advisory groups and mailed postcards to voters.
 - Collaboration with community organizations for targeted outreach.
- Inmate Voting:
 - Program allows inmates to vote by mail, coordinated through the sheriff.
- AB 544:
 - Proposed legislation for in-person voting in jails, currently pending state funding.
 - Potential for San Mateo County to receive \$400,000 for voting operations in the Sheriff's Office and the Elections Department.

Inmate Voting Program Speakers:

Sheriff Christina Corpus, Sheriff's Office

- Voting Rights: Inmates in federal/state prisons cannot vote; others (parolees, probationers, county jail inmates) can.
- Collaboration: Coordinators assigned in jails for outreach and election preparation.
- Registration: Outreach efforts led to 70 new registrations; inmates can use jail addresses.
- Ballot Process: Elections office provides ballots; secure collection and submission by coordinators.
- Multilingual Information: Voting details available in 4 languages.
- Outreach Partnerships: Collaborations with organizations for educational presentations on voting.
- Goals for Upcoming Election: Enhance communication and encourage registration using jail addresses.

Commissioner Inquiries:

1. Work with elections office to confirm ballot delivery methods, with family involvement.
2. Continue outreach and voter registration efforts within the facility.
3. Set up logistics for in-person voting in county jails once funding is received.
4. Gather data for the number of registered voters and those who voted during elections.
5. Explore methods for data collection regarding the participation of inmates in voting.
6. Ensure compliance with eligibility criteria for voter registration within the inmate population.
7. Consider ways to increase voter registration and turnout among the incarcerated population, including partnering with trusted community organizations.

In-Person Public Comments:

Betsy Colby, Nancy Goodban, Diane Leeds

Public Comments via Zoom:

Eric Sapp LSPC, Caller 1650****562, Elsa Schafer

6. PRESENTATION: INTRODUCTION TO SHERIFF'S OFFICE DATA DASHBOARD

Motion to move Item 4, to a future meeting.

Commission voted unanimously.

7. MOTION: ELECTION OF COMMISSION CHAIR AND VICE CHAIR

Motion to elect Kalimah Salahuddin as Chair of the Independent Civilian Advisory Commission.

Motion: McClure/ Second: Salahuddin

Yes: 7 – Durazo, Fisher, McClure, Melnicoe, Salahuddin, Silano, Simmons

No: 0

Motion passes.

Motion to elect Bill McClure as Vicechair of the Independent Civilian Advisory Commission.

Motion: Melnicoe/ Second: McClure

Yes: 7 - Durazo, Fisher, McClure, Melnicoe, Salahuddin, Silano, Simmons

No: 0

Motion passes.

In-Person Public Comments:

None

Public Comments via Zoom:

Caroline Vertogen

8. COMMISSIONER AND LIAISON ANNOUNCEMENTS

Commissioners: None

CARE Liaisons: Bruce Von Hermann, Stanley E Roberts

9. ADJOURNMENT

Meeting adjourned at 9:01 p.m.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

San Mateo County Regional
Operations Center,
501 Winslow Street,
Redwood City, CA
www.smcgov.org/icac

September 4, 2024

6:30pm

The San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office will advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office. It will provide a public forum for input from the community regarding the Sheriff's Office, develop and implement an annual work plan, and make recommendations to the Board of Supervisors.

The Independent Civilian Advisory Commission was held in person at the San Mateo County Regional Operations Center (501 Winslow Street, Redwood City) and by teleconference using zoom:
<https://smcgov.zoom.us/j/86057204638>.

This meeting can be viewed in its entirety and shows each agenda item here: [YouTube Video](#)

1. ROLL CALL

Present:

Commissioners: Marco Durazo, Bill McClure, Shirley Melnicoe, Kalimah Salahuddin, Robert Silano, James Simmons

Alternates: Alexis Lewis

CARE Liaisons: Bruce Von Herrmann, Stanley E Roberts

County Staff: Jennifer Castro-Lara, Megan Gosch, Emma Gonzalez, Adam Ely, David Silberman

Absent:

Commissioner: Micheal Fisher

Alternates: Rebecca Carabez

CARE Liaison: Michael Klobuchar

2. GENERAL PUBLIC COMMENT

In-Person Public Comments:

Nancy Goodban, Bill Newell, David Vallerga,

Public Comments via Zoom:

Pat Willard, Caroline Vertogen, Beth von Emster

Vice Chair McClure arrived at the meeting at 6:32 p.m.

3. PRESENTATION: INTRODUCCION TO SHERIFF'S OFFICE DATA DASHBOARD

Motion to approve the agenda, with the removal of Item 3 for a future date.

Motion: Silano/ Second: Vicechair McClure

Yes: 7 – Durazo, McClure, Melnicoe, Salahuddin, Silano, Simmons, Lewis

No: 0

Absent: 1 - Fisher

Motion passes.

4. PRESENTATION: ON-BOARDING FOUNDATIONAL INFORMATION

Speakers:

David Silberman, Assistant County Attorney, County Attorney's Office

- Explains Assembly Bill 1185 and its role in existing authority for oversight boards or Inspector Generals.
- Discusses various entities and organizations that provide oversight, including the California Attorney General, District Attorney, Coroner, and Board of Supervisors.
- Explains the internal affairs process for investigating misconduct within the Sheriff's Office. Including the steps taken to investigate complaints and the importance of following policy.
- Explains the role of the Bureau of Professional Standards and the stages of an internal affairs investigation.
- Reviews significant new oversight-related legislation, including Senate Bill 2, the Racial and Identity Profiling Act (RIPA), and Senate Bill 16.
- Highlights the importance of transparency and the role of the Peace Officer Standards and Accountability Office (POST) in overseeing investigations.

Commissioner Inquiries:

1. Provide historical data on complaints filed against the Sheriff's Office, how many were investigated, and the outcomes.
2. Ensure the customer service survey data is made available, including in multiple languages and an online submission option.
3. Verify whether the district attorney has public reports available on jail deaths, and what format or platform they are accessible on.
4. Request for a presentation from the Sheriff's Office regarding their employee assistance program involving suicides for law enforcement officers.

In-Person Public Comments:

Nancy Goodban, Bill Newell, Trena L. Patton

Public Comments via Zoom:

Beth von Emster, Pat, Pat Willard, Caroline Vertogen

5. COMMISSIONER AND LIAISON ANNOUNCEMENTS

Commissioners: Silano, McClure, Salahuddin, Melnicoe, Durazo

CARE Liaisons: None

6. ADJOURNMENT

Meeting adjourned at 8:36 p.m.

DRAFT



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

San Mateo County Regional
Operations Center,
501 Winslow Street,
Redwood City, CA
www.smcgov.org/icac

September 18, 2024

6:30pm

The San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office will advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office. It will provide a public forum for input from the community regarding the Sheriff's Office, develop and implement an annual work plan, and make recommendations to the Board of Supervisors.

The Independent Civilian Advisory Commission was held in person at the San Mateo County Regional Operations Center (501 Winslow Street, Redwood City) and by teleconference using zoom:
<https://smcgov.zoom.us/j/84231714850>.

This meeting can be viewed in its entirety and shows each agenda item here: [YouTube Video](#)

1. ROLL CALL

Present:

Commissioners: Michael Fisher, William (Bill) McClure, Shirley Melnicoe, Kalimah Salahuddin, Robert Silano, James Simmons

Alternates: Rebecca Carabez, Alexis Lewis

CARE Liaisons: Bruce Von Herrmann, Michael Klobuchar (via Zoom)

County Staff: Jennifer Castro-Lara, Megan Gosch, Emma Gonzalez, Adam Ely, Tara Heumann

Absent:

Commissioner: Marco Durazo

CARE Liaison: Stanley E Roberts

2. GENERAL PUBLIC COMMENT

In-Person Comments:

Jim Lawrence

Comments via Zoom:

Pat, Caller 1650****562

3. MOTION TO APPROVE AGENDA

Motion to approve the agenda.

Motion: Chair Salahuddin/ Second: Vice Chair McClure

Yes: 7 - Fisher, McClure, Melnicoe, Salahuddin, Silano, Simmons, Carabez

No: 0

Absent: Durazo

4. PRESENTATION: ON-BOARDING FOUNDATION INFORMATION – PROGRAMMING, RE-ENTRY SERVICES AND CORRECTIONAL HEALTH

Speaker for the Access to Programs and Services to Inspire Reentry and Empowerment (ASPIRE):

Melissa M. Wagner, Ph.D., Program Services Manager II, Corrections Division, Program Services Bureau, Sheriff's Office

- The Aspire Jail Program provides incarcerated individuals with comprehensive reentry services, including assessments, case management, education, vocational training, and wellness programs, through close collaboration with county departments like Correctional Health, Human Services, and probation, while addressing challenges such as coordinating services for out-of-county inmates and supporting successful transitions back into the community.

Speaker for Health Services and Programs for the Incarcerated Populations:

Michael del Rosario, Director, Correctional Health Services

Karina Sapag, Supervising Mental Health Clinician, Correctional Health Services

Holvis Delgadillo, Community Program Supervisor, Correctional Health Services

Melissa M. Wagner, Ph.D., Program Services Manager II, Corrections Division, Program Services Bureau, Sheriff's Office

- San Mateo County's Correctional Health Services provides comprehensive healthcare to incarcerated individuals, including medical, mental health, dental, and substance use disorder services, through partnerships with the Sheriff's Office and county health agencies, while emphasizing preventive care, specialty services, and a collaborative approach to patient care.
- Provided an overview of the Forensic Mental Health services provided to incarcerated individuals. Services include crisis intervention, psychiatric care, suicide prevention, and reentry planning, with a focus on collaboration with courts, community providers, and specialized units like the Behavioral Health Unit (BHU) and Acute Stabilization Unit (ASU) to ensure continuity of care and successful reintegration for individuals with serious mental illness.
- Presents the 20-month-old holistic ACD program, which offers medical observation for withdrawal, medication-assisted treatment (MAT), therapy, life skills, and reentry planning, with an emphasis on reducing overdoses, improving care, and providing access to external services. The program has reduced overdose deaths, expanded SUD services, and improved collaboration with community partners. Additionally, it includes Narcan education and vending machines for the public, with significant cost considerations for pharmacy and treatment services.

Commissioner Inquiries:

1. Provide the requested demographic information of those receiving services, including any details about languages spoken and how those services are provided.
2. Investigate whether there is any tracking or data regarding individuals who choose not to engage with available programs, and if so, identify if there is a specific subgroup not participating.
3. Request for the number of out-of-county incarcerated people in the jails.
4. Request for recidivism data from Service Connect.
5. Gather data on incidents of injuries occurring while individuals are incarcerated, including the number of injuries reported.

In-Person Public Comments:

None

Public Comments via Zoom:

Caller 1650****562

5. COMMISSIONER AND LIAISON ANNOUNCEMENTS

Speakers:

Commissioners: William (Bill) McClure, Shirley Melnicoe, Kalimah Salahuddin, James Simmons

Alternate Commissioners: Rebecca Carabez, Alexis Lewis

CARE Liaisons: Bruce Von Hermann, Michael Klobuchar

6. ADJOURNMENT

Meeting adjourned at 8:51 p.m.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

San Mateo County Regional
Operations Center,
501 Winslow Street,
Redwood City, CA
www.smcgov.org/icac

October 16, 2024

6:30pm

The San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office will advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office. It will provide a public forum for input from the community regarding the Sheriff's Office, develop and implement an annual work plan, and make recommendations to the Board of Supervisors.

The Independent Civilian Advisory Commission was held in person at the San Mateo County Regional Operations Center (501 Winslow Street, Redwood City) and by teleconference using zoom:
<https://smcgov.zoom.us/j/82501043231>.

This meeting can be viewed in its entirety and shows each agenda item here: [YouTube Video](#)

1. ROLL CALL

Present:

Commissioners: William (Bill) McClure, Shirley Melnicoe, Kalimah Salahuddin, Robert Silano, James Simmons

Alternates: Rebecca Carabez, Alexis Lewis

CARE Liaisons: Bruce Von Herrmann, Stanley E Roberts

County Staff: Jennifer Castro-Lara, Megan Gosch, Emma Gonzalez, Adam Ely, Tara Heumann

Absent:

Commissioner: Marco Durazo, Michael Fisher

CARE Liaison: Michael Klobuchar

Youth Liaison: Bethany Zhao

2. GENERAL PUBLIC COMMENT

In-Person Comments:

David Vallerga, Deacon Lauren McCombs

Comments via Zoom:

Elsa Schafer, Eric Sapp, Bill Newells, Raymond's

3. MOTION TO APPROVE AGENDA

Motion to approve the agenda.

Motion: Vice Chair McClure/ Second: Silano

Yes: 7 - McClure, Melnicoe, Salahuddin, Silano, Simmons, Carabez, Lewis

No: 0

Absent: 2- Durazo, Fisher

4. MOTION TO APPROVE THE MINUTES FROM PREVIOUS MEETINGS

Motion to move Item 4, to a future meeting.

Motion: Vice Chair McClure/ Second: Melnicoe

Yes: 7 - McClure, Melnicoe, Salahuddin, Silano, Simmons, Carabez, Lewis

No: 0

Absent: 2- Durazo, Fisher

Commissioner Inquiries:

1. Explore the use of AI transcription, such as OtterAi, to improve the level of detail in the meeting minutes.

In-Person Comments:

None

Comments via Zoom:

NobleTruthSeeker

5. PRESENTATION: ON-BOARDING FOUNDATION INFORMATION

Patrol Operation Speakers:

Matthew Fox, Acting Assistant Sheriff, Sheriff's Office

- The assistant sheriff provided an overview of the sheriff's office patrol operations, including the different patrol bureaus and specialized units.
- Key topics covered were the mission and philosophy of the office, recruitment efforts, and crime statistics.

Northern California Regional Intelligence Center Speakers:

Mike Sena, Director of Welfare Fraud Investigation/Northern California Regional Intelligence Center (NCRIC)/High Intensity Drug Trafficking Area (HIDTA), District Attorney's Office

- Aims to enhance regional security and improve information sharing post-9/11.

- Addressed major threats such as swatting incidents, threats to elections, and the growing fentanyl trafficking crisis in the region.
- The center coordinates regional law enforcement efforts, including establishing a threat management group to identify and disrupt potential mass casualty threats.

Behavioral Health and Wellness Programs Speakers:

Jei Africa, Director of Behavioral Health and Recovery Services (BHRS)

- BHRS department offers a full range of mental health and substance use services, focusing on individuals with severe mental illnesses and young people with emotional disturbances, especially low-income and uninsured populations.
- The department launched a 24/7, non-armed mobile crisis team to address mental health emergencies with de-escalation, 5150 assessments, and follow-up care, in collaboration with community organizations and public safety.
- Emphasizes certified peer specialists to navigate the mental health system and offers 24/7 access through a call center for linking individuals to the appropriate care.
- Example services: Service Connect, Pathways, Assisted Outpatient Treatment (AOT), and CARE Court.

Introduction to Sheriff's Office Data Dashboard Speakers:

Kimberly Honciano, Director of Technology Services, and Bob Scales CEO Police Strategies

- Provided an overview of the Transparency Portal launched in 2022.
- The portal features data categories such as employee demographics, eviction data, crime and arrest data, and use of force incidents, which are updated quarterly.
- A new version of the Portal is expected by January 2025.
- Sheriff's Office seeks feedback on data to include in updated Portal.

Commissioner Inquiries:

1. Request data for types of stops made, reason for stop, and compare to racial demographics or perceived demographics of the person stopped.
2. Have a discussion on how disparities in initial contact are addressed, as these can impact outcomes, independent of factors like race or use of force.

In-Person Comments:

Trena Patton

Comments via Zoom:

None

6. DISCUSSION: RETREAT PREPARATION

Speakers:

Chair Kalimah Salahuddin

- Commissioners discussed their experience touring the Maguire Correctional Facility and the Maple Street Correctional Center. Commissioners shared their concerns as well.
- The Commission was asked to think of additional topics to discuss at the Retreat.

Commissioner Inquiries:

1. Explore whether there is an evaluation process for nonprofit programs receiving county funding for rehabilitation services, particularly in terms of follow-up and effectiveness after individuals are released into the community.
2. Assess the condition and maintenance needs of the McGuire facility, particularly regarding its aging structure and equipment.
3. Explore increasing the number of tablets available per cell to improve inmate access and reduce lockdown time.
4. Consider strategies to improve retention of correctional officers, particularly addressing the competition from other counties offering more lucrative opportunities.
5. Review and discuss the consistency and protocol for checking visitors coming in and out of a correctional facility, addressing any discrepancies observed among staff.
6. Further discuss the topic of retention within the Sheriff's Office.

In-Person Comments:

None

Comments via Zoom:

None

7. COMMISSIONER AND LIAISON ANNOUNCEMENTS

None.

8. ADJOURNMENT

Meeting adjourned at 9:32 p.m.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

San Mateo County Regional
Operations Center,
501 Winslow Street,
Redwood City, CA
www.smcgov.org/icac

November 6, 2024

6:30pm

The San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office will advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office. It will provide a public forum for input from the community regarding the Sheriff's Office, develop and implement an annual work plan, and make recommendations to the Board of Supervisors.

The Independent Civilian Advisory Commission was held in person at the San Mateo County Regional Operations Center (501 Winslow Street, Redwood City) and by teleconference using zoom:
<https://smcgov.zoom.us/j/87686244322>.

This meeting can be viewed in its entirety and shows each agenda item here: [YouTube Video](#)

1. ROLL CALL

Present:

Commissioners: Marco Durazo, Micheal Fisher, William (Bill) McClure, Shirley Melnicoe, Robert Silano, James Simmons

Alternates: Rebecca Carabez

CARE Liaisons: Bruce Von Herrmann, Stanley E Roberts, Michael Klobuchar (Zoom)

Youth Liaison: Bethany Zhao

County Staff: Jennifer Castro-Lara, Kenny Chu, Emma Gonzalez, Adam Ely, Tara Heumann

Absent:

Commissioner: Kalimah Salahuddin

Alternates: Alexis Lewis

2. GENERAL PUBLIC COMMENT

In-Person Comments:

Connie Guerrero, Jim Lawrence

Comments via Zoom:

Eric Sapp, Paul Bocanegra, Bill Newell

3. MOTION TO APPROVE AGENDA

Motion to approve the agenda.

Motion: Silano / Second: Carabez

Yes: 7 – Durazo, Fisher, McClure, Melnicoe, Silano, Simmons, Carabez

No: 0

Absent: 1- Salahuddin

4. PRESENTATION: ON-BOARDING FOUNDATION INFORMATION

Professional Standards Bureau Speakers:

Heather Enders, Human Resources Manager, Sheriff's Office

Micheal Garcia, Deputy Sheriff, Sheriff's Office

- High vacancy rates driven by high housing costs, pay disparities with neighboring cities, and a competitive job market (especially in tech), leading to over 50% of staff living outside the county, resulting in longer commutes and lower morale.
- Partnered with Sacramento State's law enforcement program for mini academies and internships, hired a record 103 sworn staff in two years, and focused on diversifying recruitment through women's boot camps and internship programs.
- Mental health support with 24/7 therapist access, expanded peer support, financial wellness resources, on-site gyms for stress relief, a "flop house" program for rest between shifts, and a planned childcare center to support staff with long shifts and family responsibilities.
- Reduced sworn staff vacancies from 100 to 44 by the end of 2024, with ongoing efforts to recruit, retain, and support staff through addressing the cost of living, work-life balance initiatives, and expanding wellness programs, including new childcare services.

Commissioner Inquiries:

1. Requested data on vacancy rates before January 2023.
2. Review exit data and its relevance to the broader issue, and steps that can be taken to address this.
3. Explore and collaborate with other agencies to find creative solutions for improving work schedules and work-life balance.
4. Provide data on total budget spent on overtime in the Sheriff's Office.
5. Explore incentives for officers to improve retention.
6. Have a conversation about internal investigations within the agency, particularly considering the addition of 150 new employees, including 103 officers and staff.

In-Person Comments:

Nancy Goodban, Trena Patton

Comments via Zoom:

None

5. DISCUSSION: RETREAT PREPARATION

Speakers:

Vice Chair McClure

- The Commission discussed additional topics to add for discussion and review at the November 16th, 2024, Retreat.

In-Person Comments:

Nancy Goodban, Trena Patton

Comments via Zoom:

None

6. COMMISSIONER AND LIAISON ANNOUNCEMENTS

Speakers:

Carabez, Zhao, Melnicoe

7. ADJOURNMENT

Meeting adjourned at 8:31 p.m.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

San Mateo County Regional
Operations Center,
501 Winslow Street,
Redwood City, CA
www.smcgov.org/icac

November 20, 2024

6:30pm

Please take notice that the Chair of the San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office, acting pursuant to the authority of Government Code §54956, called a Special Meeting of the San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office on Wednesday, November 20, 2024.

The San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office will advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office. It will provide a public forum for input from the community regarding the Sheriff's Office, develop and implement an annual work plan, and make recommendations to the Board of Supervisors.

This Special Meeting of the Independent Civilian Advisory Commission was held in person at the San Mateo County Regional Operations Center (501 Winslow Street, Redwood City) and by teleconference using zoom: <https://smcgov.zoom.us/j/84508615628>.

This meeting can be viewed in its entirety and shows each agenda item here: [YouTube Video](#)

1. ROLL CALL

Present:

Commissioners: Michael Fisher, William (Bill) McClure, Shirley Melnicoe, Kalimah Salahuddin, Robert Silano, James Simmons

Alternates: Alexis Lewis

CARE Liaisons: Bruce Von Herrmann, Stanley E Roberts

County Staff: Jennifer Castro-Lara, Megan Gosch, Emma Gonzalez, Adam Ely, Tara Heumann

Absent:

Commissioner: Marco Durazo

Alternates: Rebecca Carabez

CARE Liaison: Michael Klobuchar

Youth Liaison: Bethany Zhao

2. GENERAL PUBLIC COMMENT

In-Person Comments:

Nancy Goodban

Comments via Zoom:

Pat W, Bill Newell, Michyle Lapedis

3. MOTION TO APPROVE AGENDA

Motion to approve the agenda.

Motion: Vice Chair McClure/ Second: Silano

Yes: 7 – Fisher, McClure, Melnicoe, Salahuddin, Silano, Simmons, Lewis

No: 0

Absent: 1 - Durazo,

4. DISCUSSION/RECOMMENDATIONS: JUDGE CORDELL'S INDEPENDENT REPORT

Speakers:

Chair Kalimah Salahuddin and Vice-Chair Bill McClure

- The Commission shared their perspectives and concerns regarding Cordell's report findings.
- The Commission heard from the public before making recommendations.

Commissioner Inquiries:

1. Provide a presentation from the Deputy and Sergeant Associations (the labor groups) to give a presentation about the issues within the Sheriff's Office.
2. Provide an organizational chart of the Sheriff's Office.
3. Provide a copy of the Meliora Report referenced in the Independent Investigation Report.
4. Invite Sheriff to respond to the Independent Investigation Report to provide her perspective.
5. Seeking discussion from Board of Supervisors regarding the next steps after the charter change, ensuring continued community involvement and transparency.
6. Explore ways to rebuild trust between community, Sheriff's Office employees, and the public.

In-Person Comments:

Jim Lawrence, Deacon Lauren McCombs, Trena Patton, Elsa Schafer, Raymond Goins

Comments via Zoom:

Pat W, James Brown, Eric Sapp (Attorney LSPC), Lydia Rivera, NobleTruthSeeker, Yusef Miller, Aisha Baro, Ilka, MeTooMoms

5. DISCUSSION/RECOMMENDATIONS: ICAC PRIORITY SETTING AND NEXT STEPS

Speakers:

Chair Kalimah Salahuddin,

- Commissioners discussed rescheduling the retreat for January 2025.

Commissioner Inquiries:

1. Find a liaison from the Sheriff's Office to attend the Commission meetings.

In-Person Comments:

Elsa Schafer

Comments via Zoom:

Yusef Miller, NobleTruthSeeker, MeTooMoms, Ilka, Aisha Baro, Rhonda Reyna, Bill Newell

6. ADJOURNMENT

Meeting adjourned at 8:24 p.m.



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS
INDEPENDENT CIVILIAN ADVISORY COMMISSION

San Mateo County Manzanita
Hall, 500 County Center,
Redwood City, CA
www.smcgov.org/icac

SPECIAL MEETING - RETREAT

January 11, 2025

9:00am

The San Mateo County Independent Civilian Advisory Commission on the Sheriff's Office will advise the Board of Supervisors in its effort to facilitate public transparency, accountability, and public engagement with respect to the Sheriff's Office. It will provide a public forum for input from the community regarding the Sheriff's Office, develop and implement an annual work plan, and make recommendations to the Board of Supervisors.

This Special Meeting of the Independent Civilian Advisory Commission was held in person at the San Mateo County Manzanita Hall (500 County Center, Redwood City).

1. ROLL CALL

Present:

Commissioners: Micheal Fisher, William (Bill) McClure, Shirley Melnicoe, Kalimah Salahuddin, Robert Silano, James Simmons

Alternates: Rebecca Carabez, Alexis Lewis

County Staff: Jennifer Castro-Lara, Megan Gosch, Emma Gonzalez, Adam Ely, Tara Heumann

Absent:

Commissioner: Marco Durazo

Youth Liaison: Bethany Zhao

CARE Liaisons: Bruce Von Herrmann, Stanley E Roberts, Michael Klobuchar

2. GENERAL PUBLIC COMMENT

In-Person Comments:

David Vallerga, Bill Newell

3. DISCUSSION/PRESENTATION:

Speakers:

Chair Salahuddin and Vice Chair McClure
Facilitator Debbie Schechter

- Commissioners engaged in a framing activity with a partner to share their motivations for joining the Commission and what they look forward to in their roles.

- Chair Salahuddin, Vice Chair McClure, and Deputy County Executive Adam Ely reviewed the ICAC's purpose and role based on the County's resolution, citing examples from prior board and commission work.
- Commissioner's identified shared Commission values and agreed to the following:
 - Trust/Respect
 - Community Engagement
 - Clear Communication/Transparency
 - Inclusive Equitable Impactful Best Practices
- Members reviewed draft mission statements and agreed to revise adopt to February's ICAC meeting.

Commissioner Inquiries:

1. Find a designated liaison from the Sheriff's Office.
2. Provide clarity on the role of the existing Inspector General.
3. Revise the mission statement for County staff by February.

In-Person Comments:

Bill Newell, Trena Patton

4. DISCUSSION: WORKPLAN DEVELOPMENT, NEXT STEPS AND RETREAT EVALUATION

Speakers:

Chair Salahuddin and Vice Chair McClure
Facilitator Debbie Schechter

- Commissioners individually brainstormed and collectively agreed on three SMART goals to guide their work through June 2026, then formed Ad Hoc subcommittees to develop a workplan.
- The Ad Hoc Subcommittees and goals:
 - **Community Engagement and Input**
 - Committee members: Melnicoe, Carabez, and Silano
 - Create regional-focused public forum opportunities.
 - Explore an alternative method for the public to report concerns – increase transparency and trust.
 - Get employee input to build trust and respect.
 - **Transparency and Accountability**
 - Committee members: Chair Salahuddin, Lewis, and Fisher
 - Develop a plan that outlines community outreach and Board of Supervisor response to the March election regardless of the vote.
 - Analyze the outcomes of establishing an Inspector General program to build community engagement and trust.
 - **Improve Communication between Inmates and Families**
 - Committee members: Vice Chair McClure and Simmons
 - Mail receipt: study other departments and/or offices procedures.
 - Increase safety of staff.
 - Increase communications between incarcerated persons and their families.
- The three subcommittees will further develop the goals, activities, responsibilities, and timeframes, with the aim of presenting a draft workplan for discussion at the ICAC's February 5th meeting.

Commissioner Inquiries:

1. Commissioners request guidance regarding emails sent from the public.

2. Provide information from County Counsel about interim Sheriff appointment process.
3. Ad Hoc subcommittees will complete workplan to adopt for discussion at the February 5th meeting.

In-Person Comments:

Bill Newell, Elsa S.

5. ADJOURNMENT

Meeting adjourned at 3:05 p.m.

DRAFT

San Mateo County Independent Civilian Advisory Commission

Work Plan Template

Goals and Outcome: Community/Staff Engagement: Identify needs of communities and stakeholders

Activities/Action Steps & Level of Effort	Who is Responsible	Timeline	Resources/Partners	Outcomes/Indicators of Progress	Status
1. Identify 3 neighbor- hoods by service calls, Complaints, incarceration rates for forums	ICAC staff	4/2025	Comm. Groups SMC Thrive, NAACP City Councils, etc.	Areas identified	
2. Develop 3 open-ended Questions plus Exit Survey	Commissioners & ICAC staff	4/2025	Commissioners & ICAC Staff	Questions competed Exit Survey completed	
3. Set up meetings, publicize, Work w/ neighborhood orgs, Have translators available	ICAC staff	12/2025	Comm. Groups, City Councils, ICAC staff, Translators	3 meetings with min- imum 25 citizens each. List of concerns/suggestions Review Exit surveys	
4. Hear from SO Staff. Invite Union reps	ICAC staff	5/2025	SM Labor Council	Presentation to Commission	

Independent Civilian Advisory Commission on the Sheriff's Office

DRAFT MISSION STATEMENT

The mission of the Independent Citizens Advisory Council on the Sheriff's Office provides recommendations to the Board of Supervisors to enhance public confidence and foster mutual respect and trust, internally and externally. We advocate for policies, programs, and practices that reflect community needs. We support a Sheriff's Office that upholds accountability, transparency, and is committed to best practices and the principles of justice.