

**PROBATION DEPARTMENT  
COUNTY OF SAN MATEO**



**Michael Callagy, County Executive Officer**  
**Adam Ely, Deputy Executive Officer**  
**Judge Susan Etezadi, San Mateo Superior Court**

**Members**

**John T Keene**  
Chief Probation Officer

**Noelia Corzo**  
Board of Supervisors

**Josh Stauffer**  
District Attorney's Office

**Ziomara Ochoa**  
Behavioral Health  
and Recovery Services

**John Fong**  
Human Services Agency

**Ron Rayes**  
Private Defender's Office

**David Norris**  
Chief, Menlo Park  
Police Department

**Frank Dal Porto**  
Sheriff's Office

**Kris Shouse**  
County Office of  
Education

**Susan Manheimer**  
Community at-large

**Jane Smithson**  
Community at-large

**Nick Jasso**  
Youth Voice

**Johanna Rasmussen**  
Juvenile Justice and  
Delinquency Prevention  
Commission

**Community Based  
Organization Members:**

**Jessica Sanchez-Martinez**  
StarVista

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

**Melissa Poling**  
Fresh Lifelines for Youth

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

Tuesday, February 4, 2025  
11:00 a.m.- 12:00 p.m.  
222 Paul Scannell Drive, San Mateo  
Chief's Conference Room

**MINUTES**

**Present Members:**

Noelia Corzo  
Josh Stauffer  
John Fong  
Ron Rayes  
David Norris  
Frank Dal Porto  
Johanna Rasmussen  
Melissa Poling

**Absent Members:**

Michael Callagy  
Adam Ely  
Susan Etezadi  
Kris Shouse  
Susan Manheimer  
Jane Smithson  
Nick Jasso  
Margaret Hitchcock

**Online Members:**

Ziomara Ochoa  
John Keene  
Jessica Sanchez-Martinez

**Other Attendees:**

Kim Gillette, Connie Chu, ASR; Ally Chan, BOS; Adriana Eberle, PDP; Hong Liu, Jehan Clark, Nora Cullen, Sanam Aram, Yanitxa Albino, Tony Burchyns, Alexis Sanchez, Tamara Arana, Probation

**Online Attendees:**

Nancy Magee, SMCOE; Beth Von Emster, Becca Kieler, In Our Care; Sharon Cho, Superior Court; Kim Carpenter, ASR; Rose L.; Michelle Kozul, Melissa Larrarte, Probation

**I. CALL TO ORDER**

The meeting was called to order at 11:02 a.m.

**II. PUBLIC COMMENT**

None

**III. ROLL CALL**

**IV. UNFINISHED BUSINESS**

**A. Approval of Minutes from November 21, 2024**

The JJCC Minutes from November 21, 2024, were approved.

**M:** David Norris/ **S:** Josh Stauffer



**Changes:** None  
**Abstentions:** Noelia Corzo

## **V. NEW BUSINESS**

### **A. Local Action Plan Input Session**

Chief Keene shared that the Local Action Plan (LAP) really encompasses services for the totality of all the young people we serve in our county and the needs that match the demographics of the current population that we have. The goal is always going to be to put as many opportunities and services out into the community to help reduce or limit the amount of young people that officially come into the juvenile justice system. However, while the numbers are historically low, the challenges are that the needs and risk levels of the young people that we are asked to serve has increased dramatically.

Kim Gillette from Applied Survey Research (ASR) provided a brief overview of the Local Action Plan (LAP) process and facilitated a discussion with the Phase I Initial Listening Session questions.

- The purpose of the LAP is to highlight the needs and gaps of the young people who are justice involved and those at greater risk of involvement, identify promising strategies and best practices, and identify key opportunities for the county.
- Data collection will take place from February to March, analysis and report production will take place from March to April and the findings will be presented at the JJCC meeting on May 22<sup>nd</sup>.
- Additional information can be shared with Kim Gillette at [Gillette@appliedsurveyresearch.org](mailto:Gillette@appliedsurveyresearch.org)

## **VI. ADJOURNMENT**

The next JJCC meeting will take place on Thursday, February 20<sup>th</sup>.

The JJCC meeting was adjourned at 12:10 p.m.