



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.