



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

Commission Values



- 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.