



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

February 5, 2025

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.

This meeting of the Independent Civilian Advisory Commission was held in person at the San Mateo County Manzanita Hall (500 County Center, Redwood City) and by teleconference using zoom:
<https://smcgov.zoom.us/j/82161399442>.

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

The meeting began at 6:42 p.m.

1. ROLL CALL

Present:

Commissioners: Michael Fisher, 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, Marisol Escalera Durani, Jacki Rigonima

Absent:

Commissioner: William (Bill) McClure

Youth Liaison: Bethany Zhao

CARE Liaisons: Michael Klobuchar

2. GENERAL PUBLIC COMMENT

In-Person Comments:

None

Public Comments via Zoom:

Pat Willard

3. MOTION TO APPROVE AGENDA

Motion to approve the agenda.

Motion: Silano/ Second: Carabez

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

No: 0

Absent: 1 - McClure

4. MOTION TO APPROVE MEETING MINUTES

Motion to approve the minutes for the following meetings with the addition of the Values Venn Diagram image to the January 11, 2025, minutes.

- **August 21, 2024**
- **September 4, 2024**
- **September 18, 2024**
- **October 16, 2024**
- **November 6, 2024**
- **November 20, 2024**
- **January 11, 2025 (Special Meeting)**

Motion: Carabez/ Second: Silano

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

No: 0

Absent: 1 - McClure

Commissioner Inquiries:

1. Identifying important issues, next steps as well as who is assigned to do the actions in future minutes (i.e. Commissioner, County Staff, Sheriff's Office, etc.). (Action for Clerk)
2. Add the Values image to the January 11, 2024, minutes. (Action for Clerk)
3. For individual/commission knowledge – Commissioners can review the potential for San Mateo County to receive \$400,000 for voting operations in the Sheriff's Office and the Election's Department as stated in the August 21, 2024, meeting minutes. (Action for Commissioners)

In-Person Comments:

None

Public Comments via Zoom:

None

5. WELCOME AND INTRODUCTIONS

Board of Supervisors (2025 new assignments) Speakers:

District 2 Jacki Rigoni and District 3 Marisol Escalera Durani

- Supervisor Noelia Corzo's District 2 and Supervisor Ray Muller's District 3 offices are the newly assigned Board Liaisons to the Independent Civilian Advisory Commission.

Sheriff's Office Representative Speaker:

George Dale

- George Dale is a contracted employee for the Sheriff's Office and will serve as the Sheriff's Office representative for the Independent Civilian Advisory Commission

In-Person Comments:

None

Public Comments via Zoom:

None

6. PRESENTATION: CURRENT PROCESS/ROLE OF INSPECTOR GENERALS

Speakers:

Adam Ely, Deputy County Executive

- When the Board of Supervisors authorized the formation of the Independent Civilian Advisory Commission it also authorized the establishment of on-call Inspector Generals to be called upon to conduct investigations, analysis, etc.
- In 2024, the County Executive's Office issued a request for qualifications in and out-of-state. The County received 5 qualified proposals consisting of law firms or individuals with experience as Inspector Generals.
- Should a particular issue arise, having different people available with different experiences and expertise helps with selecting the right firm for the case. Additionally, if there are multiple issues, the County can utilize multiple Inspector Generals to complete the tasks.
- Process of selecting an Inspector General is initiated by the Board of Supervisors or the County Executive's Office. With a vote of the Board, it authorizes Inspector Generals to investigate or to analyze the Sheriff's Office.
- The Independent Civilian Advisory Commission can make recommendations to the Board to enlist an Inspector General to look into the Sheriff's Office.

Commissioner Inquiries:

1. N/A

In-Person Comments:

Bill Newell, Drew L

Public Comments via Zoom:

Pat Willard

7. PRESENTATION: APPLICABLE PROCESSES SHOULD THE SHERIFF POSTION BECOME VACANT

Speakers:

Tara Heumann, County Attorney's Office

- Revised presentation has been submitted as part of the public record and is available on the website as Updated Item 7 for the February 5, 2025 meeting [here](https://smcgov.org/icac) (smcgov.org/icac)
- This revised presentation also replaces Item 7 as shown on the video at time stamp 42:30.

Commissioner Inquiries:

1. Research if the County has special requirements in the job description for the Sheriff outside of what's required by State Law. (I.e. training, education, experience, etc.) (Action for County Attorney's Office)

In-Person Comments:

Deacon Lauren McCombs, Nancy Goodban

Public Comments via Zoom:

None

8. MOTION: ADOPT 2025-2026 PRIORITIES

Motion to adopt 2025 to 2026 Priorities.

- **Community and Staff Engagement (Members: Melnicoe, Carabez, Silano):** Draft plan includes identifying neighborhoods to develop community forums and conducting exit surveys.
- **Transparency and Accountability (Members: Chair Salahuddin, Fisher, Lewis):** Draft plan includes focusing on post-Measure A plan and the role of an Inspector General
- **Improved Communications between Inmates and Families (Members: Vice Chair McClure, Simmons):** Draft plan includes the importance of mail receipt and safety for incarcerated persons, emphasizing the need for a comprehensive approach.

Motion: Silano / Second: Simmons

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

No: 0

Absent: 1 - McClure

Commissioner Inquiries:

1. N/A

In-Person Comments:

Drew L

Public Comments via Zoom:

Pat Willard

9. MOTION: ADOPT ICAC RECOMMENDATIONS TO THE BOARD OF SUPERVISORS FOR POST-MEASURE A PLANS

Motion to adopt draft ICAC recommendations to the Board of Supervisors for Post-Measure A plans.

Motion: Silano/ Second: Melnicoe

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

No: 0

Absent: 1 - McClure

Commissioner Inquiries:

1. Finalize the recommendation based on the ICAC members' input, and present the final recommendation to the March 5th meeting (Action for Chair Salahuddin)
2. Send any additional feedback to County Staff (Action for Commissioners)

In-Person Comments:

Nancy Goodban, Trena Patton, Drew L

Public Comments via Zoom:

Pat Willard

10. FOLLOW UP DISCUSSION: RETREAT REVIEW AND NEXT STEPS

Guidance on Email Complaints Speaker:

Tara Huemann, County Attorney's Office

- Provided suggestions to the Commissioners on how to best respond to complaint emails from public members.
- If a member of the public submits a complaint regarding a specific sheriff deputy or a member of the sworn staff, Commissioners may direct them to the Professional Standards in the Sheriff's Office.
- Commissioners may advise the public member of their role and the role of the Commission. The Commission does not investigate allegations of misconduct.
- For employees submitting a complaint, refer to back to an internal process such as a whistleblower hotline etc.
- Citizens may also file a San Mateo County Sheriff's Office Complaint Form or file claims with the County.
- Discussed the option to make a recommendation to the Board of Supervisors to have a process to submit complaints outside of the Sheriff's Office.
- If uncertain on how to respond to an email, Commissioners may contact Adam Ely for further guidance.

Commissioner Inquiries:

1. Create a draft response email for commissioners to use to respond to complaint emails (Action for County Staff and County Attorney's Office)

Review and Update DRAFT Work Plans Speakers:

Chair Salahuddin

- Commissioners agreed to identify timelines on their work plans by April.
- At the April meeting Commissioners will select a future date to present on the progress of their work plans.

Review DRAFT Mission Statement Speaker:

Commissioner Melnicoe

- Commissioners Shirley Melnicoe and Rebecca Carabez drafted a Mission Statement for the Commission.
- A new draft will be presented at the March 5th meeting with the feedback received.

In-Person Comments:

Drew L

Public Comments via Zoom:

None

11. COMMISSIONER AND LIASION ANNOUNCEMENTS

Commissioners: None

CARE Liaisons: Stanley E Roberts

12. ADJOURNMENT

Meeting adjourned at 8:45 p.m.