



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

September 3, 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/98925479851>.

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

1. ROLL CALL

Present:

Commissioners: Shirley Melnicoe, Kalimah Salahuddin, Robert Silano, James Simmons

Alternates: Alexis Lewis

Sheriff's Office Liaison: George Dale

CARE Liaisons: Michael Klobuchar (via zoom)

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

Absent:

Commissioner: Bill McClure

Alternates: Rebecca Carabez

CARE Liaisons: Bruce Von Herrmann, Stanley E Roberts

2. GENERAL PUBLIC COMMENT

In-Person Comments:

Deacon Lauren P. McCombs, Nancy Goodban

Public Comments via Zoom:

NobleTruthSeeker, Beth Von Emster, Bill Newell, X

3. MOTION TO APPROVE AGENDA

Motion to approve the agenda.

Motion: Silano/ Second: Melnicoe

Yes: 5 - Lewis, Melnicoe, Salahuddin, Silano, Simmons

No: 0

Absent: 2 – Carabez, McClure

4. MOTION TO APPROVE MEETING MINUTES

Motion to approve the following meeting minutes:

- July 2, Regular Meeting (Corrections to page 3, Item 6 under 'Commissioner Inquiries', bullet point 2, change 'Commissioner Rebecca' to 'Commissioner Alexis')
- July 2, Special Meeting
- July 23, Special Meeting

Motion: Silano/ Second: Melnicoe

Yes: 5 - Lewis, Melnicoe, Salahuddin, Silano, Simmons

No: 0

Absent: 2 – Carabez, McClure

Commission voted unanimously.

In-Person Comments:

None

Public Comments via Zoom:

None

5. MOTION: ELECTION OF COMMISSION CHAIR AND VICE CHAIR

Motion to elect Kalimah Salahuddin as Chair, and William (Bill) McClure as Vice Chair, of the Independent Civilian Advisory Commission on the Sheriff's Office.

Motion: Silano/ Second: Melnicoe

Yes: 5 - Lewis, Melnicoe, Salahuddin, Silano, Simmons

No: 0

Absent: 2 – Carabez, McClure

Motion passes. Commission voted by roll call vote.

Commissioner Inquiries:

1. None.

In-Person Comments:

None.

Public Comments via Zoom:

X, Bill Newell

6. INFORMATIONAL: UPDATE ON THE ELEVATOR REPAIRS AT THE MAGUIRE CORRECTIONAL FACILITY AND THE IMPACT ON INMATE VISITATION SCHEDULES

Speakers: Undersheriff Dan Perea and Captain William Fogarty, Sheriff's Office

- Maintenance is handled by the Department of Public Works (DPW) and closely collaborates with Captain Fogarty.
- McGuire Correctional Facility has four elevators, three for staff and incarcerated individuals (1, 2, and 4), and one exclusively for visitors (elevator 3).
- Elevator 3 stopped working on June 19, 2025. A repair company has been visiting almost daily to identify and fix the issue.
- Due to the outdated elevator system, there are frequent breakdowns, lack of spare parts, and incompatibility with elevator software and access control systems.
- There's been no Title 15 requirements suspended, continues to meet Title 15 standards.
- Approximately 120 incarcerated people were moved from Maguire to Maple Street Correctional Center to increase access to visits. The 6th floor is now vacant to allow for maintenance work.
- The Sheriff's Office has worked with the Public Defender Program to increase the number of tablets with zoom capabilities to allow online visitations with lawyers.
- The 1st floor of Maguire is still available for visits with lawyers.
- On average, there are 20 visits per day at the McGuire Correctional Facility and 95 virtual visits per week.
- DPW is in the process of having all 4 elevators replaced. It begins late 2025 and is scheduled to be completed in January of 2027. Each elevator has a timeline of approximately 14 weeks.

Commissioner Inquiries:

1. Continue discussion of elevator repairs at the next meeting.

In-Person Comments:

Nancy Goodban

Public Comments via Zoom:

Bill Newell

7. DISCUSSION AND POSSIBLE ACTION: RECOMMENDATION TO IMPROVE THE CITIZEN COMPLAINT FORM

Speakers: Dan Perea, Undersheriff, Sheriff's Office

- When a complaint is received it goes to the Professional Standards Bureau and is assigned to someone to investigate.
- The person who filed the complaint will be notified upon the completion of the investigation.
- The Commission recommended that the Citizen's Complaint Form be:
 - Converted into an editable online form
 - Made available in multiple languages.
 - Have frequent transparent reporting on the complaint status (without impeding the investigation process).
- City of San Mateo Police Department was cited as a good model (offers dropdown language menu, and various ways to submit a complaint).
- The Sheriff's Office will look at ways to improve and translate the forms while exploring the possibility of adopting similar models used by other cities.

Commissioner Inquiries:

1. The Sheriff's Office will return next month with an update regarding the complaint process timeline. (Action for Sheriff's Office)
2. Any questions from the Commissioners will be sent to County staff to forward to the Sheriff's Office.

In-Person Comments:

Trena L. Patton, Nancy Goodban

Public Comments via Zoom:

NobleTruthSeeker, Bill Newell

8. DISCUSSION: UPDATE FROM THE ICAC REPRESENTATIVES ON THE DEATHS IN CUSTODY SHERIFF'S OFFICE TASKFORCE

Speakers: Commissioners Shirley Melnicoe and James Simmons

- No updates, awaiting a response from the Sheriff's Office.

Commissioner Inquiries:

1. Representatives will return with an update on the date and time of the next Task Force meeting once received.

In-Person Comments:

None.

Public Comments via Zoom:

Bill Newell

9. DISCUSSION AND POSSIBLE RECOMMENDATION: CONSIDERATION OF ADDITIONAL PROGRAM TOURS OF THE CORRECTIONAL FACILITY AND RIDE-ALONGS

Noting that it has been approximately one year since the Commission's last tour of the facility, and there has been expressed interest in touring specific programs.

Commission discussion on whether additional tours of available programs should be scheduled.

Possible recommendations to the Sheriff's Office on the need for additional tours of specific programs at the Correctional Facility.

Speakers: Chair Salahuddin and Commissioner Melnicoe

- Discussed potentially revisiting the correctional facilities to better observe the programs offered and/or do a ride along.

Commissioner Inquiries:

1. Email absent commissioners on whether they are interested in scheduling a tour or a ride along. (Action for Staff)
2. Look into the capacity of people for a ride along (Action for Sheriff's Office).
3. Commissioners will coordinate with staff to schedule a ride along or a jail tour.

In-Person Comments:

None.

Public Comments via Zoom:

None.

10. INFORMATIONAL: ICAC AD-HOC COMMITTEES UPDATES

Community and Staff Engagement:

- No update.

Improved Communication Between Inmates and Families:

- No update.

Transparency and Accountability Ad-Hoc Committee:

- Presented to the Board of Supervisors and recommended that complaints be directed to an Inspector General who can function as an independent oversight.
- The Inspector General could support the Commission and handle staff-related investigations.
- The presentation is currently with the Board of Supervisors and awaiting a response.

Commissioner Inquiries:

1. None.

In-Person Comments:

None.

Public Comments via Zoom:

Bill Newell

11. COMMISSIONER AND LIASION ANNOUNCEMENTS

Commissioners: None

CARE Liaisons: None

12. ADJOURNMENT

Meeting adjourned at 8:15 p.m.

DRAFT