

**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
- Lisa Gauthier**  
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
- Nick Jasso**  
Youth Voice
- Johanna Rasmussen**  
Juvenile Justice and  
Delinquency Prevention  
Commission
- Community Based  
Organization Members:**
- Margaret Hitchcock**  
Y.M.C.A.
- Melissa Poling**  
Fresh Lifelines for Youth

**\*\*\*IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE\*\*\***  
*For remote access, please refer to the public participation instructions.*

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

Thursday, February 26, 2026  
12:00 pm - 2:00 pm  
222 Paul Scannell Drive, San Mateo  
Chief's Conference Room

**MEETING AGENDA**

<b>I. CALL TO ORDER</b>	Chief John T. Keene
<b>II. PUBLIC COMMENTS</b>	Chief John T. Keene
<b>III. ROLL CALL</b>	Chief John T. Keene
<b>IV. UNFINISHED BUSINESS</b> a. Approval of Minutes – November 20, 2025	All
<b>V. NEW BUSINESS</b> a. Comments and Updates i. JJCC members – Community At-Large and Youth Voice recruitment ii. Recruitment of a victim's rights representative iii. Least Restrictive Programs (LRPs) iv. Probation's Resource Guide for Youth and Families b. Budget Update – None	Chief John T. Keene        Kim Gillette, ASR
<b>VI. ADJOURNMENT</b>	Chief John T. Keene

**2026 JJCC MEETING SCHEDULE (All meetings are held from 12 - 2 pm)**

- ~~Thursday, February 26, 2026~~
- Thursday, May 28, 2026
- Thursday, August 27, 2026
- Thursday, November 19, 2026

**MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES.**

Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Yanitxa Albino at least 72 hours before the meeting at (650) 400-3151 or [yalbino@smcgov.org](mailto:yalbino@smcgov.org). Notification in advance of the meeting will enable the county to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical-based products.



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### **Public Participation Instructions**

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**Join In Person Location:** 222 Paul Scannell Drive, San Mateo, CA 94402  
Chief's Conference Room

### **Join Zoom Meeting:**

<https://smcgov.zoom.us/j/94686189415?pwd=CjYTMlGQQok6fVNbjgq8aavd3TxTjv.1>

Meeting ID: ID: 946 8618 9415 Passcode: 321363

**OR**

Telephone: Mobile 1-669-900-6833, Meeting ID: 94686189415#

### **Instructions for Public Comment During Videoconference Meetings**

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1. Your written comment should be emailed to [yalbino@smcgov.org](mailto:yalbino@smcgov.org).
2. Your e-mail should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 24 hours prior to the meeting, it will be provided to the JJCC members and made publicly available on the JJCC website along with the agenda. We cannot guarantee that emails received less than 24-hours before the meeting will be read during the meeting, but such emails will still be included in the administrative record of the meeting.

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3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When called, please limit your remarks to the time limit allotted.

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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**

Thursday, November 20, 2025  
12:00 a.m.- 2:00 p.m.  
222 Paul Scannell Drive, San Mateo  
Chief's Conference Room

**MINUTES**

**Present Members:**

John Keene  
Josh Stauffer  
Ziomara Ochoa  
Ron Rayes  
David Norris  
Frank Dal Porto  
Susan Manheimer  
Margaret Hitchcock  
Melissa Poling

**Absent Members:**

Michael Callagy  
Noelia Corzo  
Susan Etezadi  
John Fong  
Kris Shouse  
Jane Smithson  
Nick Jasso

**Online Members:**

Adam Ely

**Other Attendees:**

Kim Gillette, Connie Chu, ASR; Regina Moreno, BHRS; Paul Bocanegra, JJDPC; Hong Liu, Noelle Vergara, Ivonne Bustos, Becky Powers, Yanitxa Albino, Probation.

**Online Attendees:**

Kim Carpenter, ASR; Jacki Rigoni, Ally Chan, BOS; John Lam, Samantha Levya, Alice Choi, Public.

**I. CALL TO ORDER**

The meeting was called to order at 12:05 p.m.

**II. PUBLIC COMMENT**

None

**III. ROLL CALL**

**IV. UNFINISHED BUSINESS**

**A. Approval of Minutes from May 22, 2025**

The JJCC Minutes from May 22, 2025, were approved.

**M:** Susan Manheimer / **S:** David Norris

**Changes:** None

**Abstentions:** Ziomara Ochoa



## V. NEW BUSINESS

### A. Comments and Updates

Chief Keene shared that there will be significant changes this year with the Request for Proposal (RFP) process and contracting procedures in the county. It will be a much more proactive process for everything the department does moving forward. However, the department is committed to working with the procurement team to figure out what needs to be done to move this process along and accommodate the uniqueness of our needs in our juvenile spaces, in a timely manner.

- The Local Action Plan (LAP) highlights the targeted needs that have been identified for the county.
- The RFP for all juvenile programs which fall under the JPCF/JJCPA and YOBG/JJRBG funding sources was released on November 18, 2025, and will be open until January 13, 2026.
- Please share any additional email contacts with Administrative Secretary, Adriana Castaneda, and a direct link to the RFP will be shared. The department would like to get as many proposals as possible.

### B. Budget Update

Chief Keene shared that there will be a change to the formula that will go into place. The primary change will be the incentive aspect to moving young people out of detention and into least restrictive programs as well as the inclusion of 707b cases. He anticipates that although there will be a change to the mathematical formula, the amount of money received will be around the same as what has been received in the past. No other significant financial changes. The primary funding streams remain stable.

### C. JPCF/JJCPA & YOBG/JJRBG Comprehensive Annual Report

Kim Gillette from Applied Survey and Research (ASR) shared highlights from the JPCF, JJCPA, YOBG, and JJRBG comprehensive annual reports for fiscal year 2024-25. An overview of the evaluation plan, types of services provided, demographic profiles of youth served, criminogenic risks, mental health cases in the juvenile hall, justice and program outcomes, and a review of the 5-year Local Action Plan was shared.

## VI. ADJOURNMENT

The JJCC meeting was adjourned at 1:43 p.m.

The next JJCC meeting will take place on Thursday, February 26, 2026.

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**Juvenile Justice Coordinating Council (JJCC) Meeting**  
DJJ Realignment Subcommittee Meeting  
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Chief's Conference Room

**MEETING AGENDA**

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<b>II. PUBLIC COMMENTS</b>	Chief John T. Keene
<b>III. ROLL CALL</b>	Chief John T. Keene
<b>IV. DISCUSSION OF JUVENILE JUSTICE REALIGNMENT BLOCK GRANT PLAN FOR 2026</b>	Kim Gillette, Applied Survey Research
<b>V. ADJOURNMENT</b>	Chief John T. Keene

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