PROBATION DEPARTMENT
COUNTY OF SAN MATEO

Members

John T Keene
Chief Probation Officer

Noelia Corzo
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

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

Michael Callagy, County Executive Officer
Adam Ely, Deputy Executive Officer
Judge Susan Etezadi, San Mateo Superior Court

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 protractive 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.