



JUVENILE JUSTICE & DELINQUENCY PREVENTION COMMISSION

General Meeting Date: September 30, 2014

Meeting Time: 5:15 p.m. – 7:15 p.m.

Location: 455 County Center
Rm. 402, Redwood City, CA

AGENDA

Public comments will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting so that they may be recognized at the appropriate time.

I. Administrative Business

- a. Call to Order
- b. Roll Call and Establish Quorum
- c. Agenda Review
- d. Approval of Minutes: August 26, 2014

II. Oral Communications

This item provides an opportunity for public comment on items not on the agenda (Time limit – three (3) minutes per person).

III. Probation Remarks

IV. Court Remarks

V. Committee Reports

- a. Inspections (Rawlins)
 1. Inspection status
 2. Review of completed inspections.
 3. Review of Board of State and Community Corrections letter to Chief Keene on corrective action plan progress.
- b. Nominating Committee
 1. Candidates for JJDPC Chair/Vice Chair
 2. Consideration of Lara Montoya for JJDPC Commissioner
- c. Educational Advocacy Committee (Rollins)
- d. YSC Liaison Committee (Miller/Ross)
- e. Legislative Committee (Klebanov)

VIII. Commissioner Representative Reports

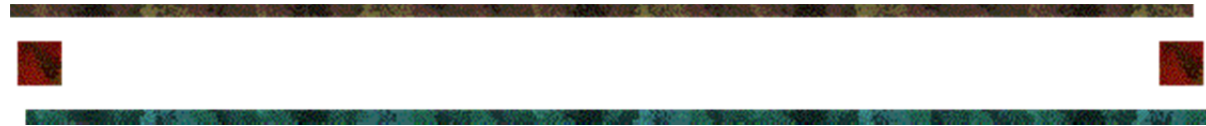
- a. Community Schools Advisory Committee (need commission representative volunteer)
- b. Youth Commission Report (Stark) – Introduction of new Youth Commission liaison to JJDC
- c. Juvenile Justice Coordinating Council (JJCC) August 1 meeting (Swope)

IX. Commissioner Comments/Announcements

X. Adjournment

Next Meeting: Tuesday, October 28, 2014 • **Time:** 5:15 – 7:15 p.m.

Location: 455 County Center, Room 402, Redwood City, CA



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COUNTY OF SAN MATEO

Juvenile Justice and Delinquency Prevention Commission
222 Paul Scannell Drive • San Mateo, CA 94402

Minutes of the Regular Juvenile Justice & Delinquency Prevention Commission Meeting Tuesday, August 26, 2014, 5:15 p.m. 455 County Center, Room 402, Redwood City

Commissioners Present:

Rebecca Ross – Vice Chair
Mieke Barrows
Marianna Klebanov
Bonnie Miller
Margot Rawlins
Michael Stark

Commissioners Excused:

Rick Boitano, Emeritus
Milton Reynolds, Emeritus
Irv Rollins
Al Serrato
Susan Swope

Unexcused: Sandra Gomez

Staff Present: Larry Silver, Deputy Chief Probation Officer (Institutions), Christine Villanis, Deputy Chief Probation Officer (Juvenile)

Additional Attendees:

Marci Dragun – Supervisor Warren Slocum’s Office
John Frye – SMCOE Court & Schools
Jose Mendez - UUSM
Lara Montoya – Notre Dame de Namur University

I. Administrative Business:

- Call to Order: The meeting was called to order at 5:17 p.m.
- Roll Call and Establish Quorum: A quorum was established.
- Agenda Review: No changes were made to the agenda.
- Approval of Minutes: The minutes from the three previous JJDPCC meetings were all approved as follows: May 27th meeting: **M**:/Miller, **S**/Barrows; June 24th meeting: **M**:/Barrows, **S**:/Klebanov; there was no quorum at the July 29th meeting however, all that were present at that meeting approved the minutes with abstentions from Commissioner Ross and Commissioner Klebanov, who were not present at the meeting.

II. Oral Communications

There were no oral communications.

III. Presentation on the State Legislative Process and the County’s Input Process by: Connie Juarez-Diroll

A Commissioner had to leave early so Connie’s presentation and Probation Remarks were deferred to later in the meeting in order to prevent a loss of quorum.

IV. Out-of-Home Placements of San Mateo County Youth — continuation of June’s discussion
Topic deferred to later in the meeting.

V. Probation Remarks
Topic deferred to later in the meeting

VI. Inspections (Rawlins)
All slots for this year’s inspections have been filled with the exception of Burlingame. Some inspections will have to be done individually because there are so few commissioners. Commissioner Emeritus Reynolds has agreed to do the inspection for Your House South. Commissioner Ross commented that the JJDPC is not mandated by the state to inspect group homes and inspections are not pursuant to a specific timeline. She suggested that the remaining group home inspections be held over to January or February so that the police stations can be inspected now. Commissioner Klebanov stated that she has been unsuccessful in her attempts to contact Mac’s group home to schedule an inspection. She will work with Commissioner Serrato to inspect Burlingame PD instead. The Commission agreed to send a letter to the Blue Ribbon Commission on Children in Foster Care to request that they take over the inspections process. The topic of inspections will be added to the agenda for discussion at the September 30th JJDPC Meeting.

RISE – Corbett Group Home (Swope/Barrows)

RISE is a new group home in Redwood City that serves the CSEC population. It has been open about 3 months. The inspections team was impressed by the drop-in center and the thrift store that the group home maintains. CSEC 101 training is also provided. The Commission had concerns that there were no regular fire drills, no house rules, or contact information for the CCL posted. There was also no process posted to explain the grievance process. Additionally, the director has not yet decided where the children will attend school but would like them to attend Camp Kemp to prevent any attempts to recruit other youths. The Commission also addressed the home’s AWOL procedure. Police are called immediately if a youth is 14 or younger. If 15 or older, the police are contacted after 2 hours. Deputy Chief Villanis expressed concern about this and stated that the group home should also complete an incident report as well as notify the PO when a youth goes AWOL. There was some question about home passes and how restrictive the process is. Commissioner Barrows said that she would address this with RISE and report back to the Commission. She will also ask about the director’s qualifications to conduct CSEC 101 training. **Approval held over** pending additional follow up by Commissioner Barrows.

San Mateo Police Department (Rawlins)

There was some concern during the last inspection that blankets and clothing were not available. This issue has been resolved and these items are now being provided. The record-keeping process has also been resolved. Commissioner Barrows asked if there is some form of constant audio monitoring that does not have to be initiated by a youth. Commissioner Rawlins said that she would get more clarification on San Mateo PD’s audio monitoring process and report back to the Commission. **Approval held over** pending additional information from the San Mateo Police Department.

VII. Presentation on the State Legislative Process and the County’s Input Process:
By: Connie Juarez-Diroll, Connie Juarez-Diroll, Legislative Director, San Mateo County.
Commissioner Klebanov introduced Connie Juarez-Diroll to the Commission. Connie works in the County Manager’s Office for John Maltbie and the Board of Supervisors. Connie distributed handouts at the meeting that outlines the life cycle of legislation from ‘idea to law’. The legislature wraps up

next week bringing the 2-year legislative cycle to a close. All bills are due to the Governor at this time. Once the legislative session wraps, preparation begins for the next year.

Connie works with lobbyists in Sacramento and Washington to track all bills introduced during the two-year legislative session that affect county operations, programs and funding. Connie also works with The California Association of Counties and the Urban County Caucus. Each year, a list is compiled that represents legislative priorities for the county. The items listed are ones that the Board has taken some form of official action on and has decided to support, if federal funding is available.

Connie offered to assist the Commission by providing it with list of bills already in progress that support Juvenile interests. Connie encouraged the Commission to work with county department heads if they become aware of a bill that they would like the county to support. The department heads would then work with Connie to determine the implications of the legislation and before presenting it Supervisor Slocum's office.

VIII. Probation Remarks

Deputy Chief Probation Officer, Larry Silver stated that he is working on a corrective action plan to address concerns highlighted in the Board of State and Community Corrections (BSCC) letter. The manual will be enhanced to outline how the department will work with the fire department in the event of an emergency. Updates will also be made to the evacuation procedure. The Forrest 2 building has been restructured and is now a full program unit. The activity logs have also been revamped and the fire inspections have been completed. The 4-week pilot Culinary Arts program at Glenwood ends on August 27th. Once the program wraps, the team will debrief to discuss the future of the program. Family Night continues to be very successful. New programs are being developed for the GIRLS Program that will include field trips. Director Rich Hori has been reassigned to the Adult Division. Deputy Chief Silver will be working to assign a work-out-of-class Institutions Director in the interim. Commissioner Ross asked Deputy Chief Silver to provide the Commission with a copy of probation's response to the BSCC letter.

Deputy Chief Villanis noted that the JAIS assessment tool will be implemented in probation in the coming months. JAIS is used to assess a juvenile's risk factors for re-offending and for case plan development. Department-wide training for JAIS begins in October. This tool will replace the PACT assessment tool.

IX. Item IV (Revisited): Out-of-Home Placements of San Mateo County Youth — continuation of June's discussion

The Commission presented Dr. Loc Nguyen of HSA, with questions at the June JJDPC that require follow up. Commissioner Swope was not present at the meeting and therefore could not confirm if Dr. Nguyen ever followed up to address the Commission's questions. Rather than continue the discussion further, Commissioner Ross suggested that the Commission vote to send a formal letter to Dr. Nguyen requesting that he address the Commission's concerns in writing (if he hasn't already done so). Commissioner Swope is authorized to draft the letter on behalf of the Commission.

M:/Klebanov, S:/Rawlins - *Approved*

X. Court Remarks

Commissioner Ross announced that Judge Etezadi has been reassigned to Superior Court effective, September 1st. Judge Clifford Cretan will be replacing her as the presiding judge. Commissioner Ross suggested that Commissioner Swope reach out to Judge Cretan to invite him to meet with the Commission.

XI. Committee Reports

- a. Inspections Committee (Rawlins) – covered under Item VI above.
- b. Educational Advocacy Committee — nothing to report.
- c. YSC Liaison Committee — The YSC inspection is scheduled for August 27, 2014. The school and GIRLS program will be inspected separately.
- d. Legislative Committee — The discussion continues about whether the committee is viable and can continue as structured with so little manpower. Commissioner Ross suggested that one person from the committee serve as a liaison to Connie Juarez-Diroll. Commissioner Klebanov volunteered to be the liaison. The Commission agreed to review the list of legislation (distributed by Connie at the meeting) and decide if it wants to add anything to list. (This topic will be added to the agenda for next month’s meeting.)
- e. Regional JJDP Meeting Committee — no meeting scheduled.

XII. Commissioner Representative Reports

- a. Community Schools Advisory Committee—with Commissioner Carson’s resignation, there is still a need for a representative for this committee. Commissioner Ross commented that the topic of committee nominations should be re-instated as a standing agenda item in light of the low number of Commission members. (This topic will be added to the agenda for discussion at next month’s meeting.)
- b. Youth Commission Report—Commissioner Stark reported that the Youth Commission has completed its application period and two new commissioners have been added. Orientation took place on last week and the mixer has been scheduled for Thursday, August 25th. A volunteer is needed to attend the mixer with Commissioner Stark. Commissioner Ross will send out an email to the Commission to request a volunteer.

XIII. Commissioner Comments/Announcements

Commissioner Barrows stated that Pat Miljanich, of CASA of San Mateo is requesting to present to the Commission. Commissioner Ross stated that Tom Moore, who also works with CASA, is scheduled to present at the October meeting.

XIV. Adjournment

The meeting was adjourned at 7:37 p.m.

**Next JJDP Meeting: *Tuesday September 30, 2014 at 5:15 p.m.*,
Location: 555 County Center, Room 402, Redwood City CA.**