

from assessing administrative fees related to juvenile detention, electronic monitoring, legal representation, probation and drug testing. San Mateo County has been in compliance since Jan. 1, 2018, when the law took effect. The county also stopped collecting on outstanding administrative fees, and in April 2018, the Board of Supervisors took action to permanently cease collections on previously assessed fees.

Gonzales said the County is now focused on discharging liens on juvenile cases prior to Jan. 1, 2018. She indicated there are thousands of judgment liens in the County and officials are looking for the most efficient way to discharge liens on juvenile cases. Deputy County Manager Peggy Jenson said the County wants to gather more data before reporting back to the Commission in March 2019 to determine next steps in the process.

Co-Vice Chair Thadaney asked what the biggest challenges would be and if “best practices” have been established in other counties.

Deputy County Counsel Craig Baumgartner said the biggest challenge may be the sheer volume of paperwork and staff time involved in the process. He said counties have taken different approaches regarding previously assessed fees but he believes San Mateo County has been out in front on the issue. The next step is to determine the best and most cost effective way to complete the process.

Tara Ford of Stanford Youth and Education Law Program stressed the importance of developing an equitable process to help vulnerable families get their liens discharged.

Magda Gonzalez said families or individuals seeking to have liens on juvenile cases discharged can contact Revenue Services Division Manager Laura Williams at 650-363-4082 or llwilliams@smcgov.org. However she said the County is still developing a system to work through these cases in the most efficient manner.

Co-Chair Thadaney stressed the importance of helping less-privileged citizens get through the process and suggested the County take these considerations into account. The Commission can recommend tools for equity and inclusion, e.g. https://www.kingcounty.gov/~-/media/elected/executive/equity-social-justice/2016/The_Equity_Impact_Review_checklist_Mar2016.ashx?la=en.

X. Probation Report (DCPOs Brasil & Hori)

Deputy Chief Probation Officers Roy Brasil and Rich Hori reported the following population levels for County juvenile detention facilities:

Youth Services Center (Juvenile Hall): 39 boys, 7 girls

Camp Glenwood: 12 boys

Camp Kemp: 5 girls

Camp Kemp Girls Empowerment Program: 5 girls

Youth in placement: 11; none out of state.

DCPO Brasil said the Juvenile Hall recently consolidated two of its housing units, combining the Elm 6 and Elm 7 older boys units into one unit. This has helped alleviate staffing issues while ensuring youth programs and education services continue uninterrupted.

- Education liaison(s) focusing on school discipline disparities, truancy, school reentry issues and/or other ways education interfaces with delinquency — Melissa Wilson, Christine Ford, Susan Swope

New roles:

Liaison to PDP and DA's Office - *TBD*

Communications lead – *TBD*

IX. Youth Commission Update

San Mateo County Youth Commissioner Monique Ray spoke about the Youth Leadership Institute's Raise Your Voices Gala held on Nov. 15, 2018, and announced the Youth Commission upcoming Women's Mentorship Night set for March 8, 2019. She also mentioned the Youth Commission is seeking five adult mentors to help run poetry slams. Interested parties can contact the Youth Commission via JJDPC Chair Gustafson.

Youth Commissioner Sathvik Nori spoke briefly about perceived racial and gender biases on high school campuses in school discipline.

X. County Office of Education

No report.

XI. Project Updates

- Vocational Training and Makers Lab - No Update.
- Youth Court - No update. Commissioner Winter said he hopes to have more information at the next meeting about what local police departments and the County Office of Education would like to see in a possible youth court program.
- Group Homes - No Update
- Prop 64 - No update -
- Parent Guidebook - No update
- User Test of Juvenile Justice System - Commissioners MacAvoy, Swope, Gibbs, Barrack, Flores, Ford, Winter, Telleria said they would be interested in participating in the exercise.
- Community Resources Project - Flores said Jobs for Youth is still testing its new youth resources website. The project is being funded through the San Mateo County Human Resources Department.

XII. Discussion of Projects for 2019

Deferred to January 2019 meeting

XIII. Commissioner Comments/Announcements

Nafeesah Mustafa, Assistant Principal of the Court and Community Schools Program, announced Project Change, a higher education project run in partnership with College of San Mateo, the County Office of Education and the Probation Department, has been awarded a California School Board Association Golden Bell Award.

Gustafson announced a San Mateo County Health System workshop scheduled for Nov. 30 on community strategies to reduce access to alcohol and marijuana. A copy of the flier is on the last page of the agenda packet.

Meeting adjourned 7:15 p.m.

COUNTY OF SAN MATEO

JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

OPERATING POLICIES

REVISED MAY 28, 2018



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OPERATING POLICIES OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

ARTICLE I - PURPOSE AND AUTHORITY

- A. The Commission shall be known as the San Mateo County Juvenile Justice and Delinquency Prevention Commission.
- B. The legal authorization for the establishment and operation of the Juvenile Justice Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 225 through 231. The legal authorization for the establishment and operation of the Delinquency Prevention Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 232 through 236. These policies are intended to supplement the governing provisions of State Law and aid the Commission in more effectively discharging its statutory duties and responsibilities. If one part of these policies is found to be invalid because it conflicts with State Law, no other part of these policies shall be affected by such finding of invalidity.
- C. It is the purpose of the Commission to be a public conscience for the interest of justice for children and youth in San Mateo County and to provide leadership for citizen action and to cooperate with and assist in coordinating on a countywide basis the work of those community agencies engaged in activities designed to prevent juvenile and adult delinquency.

ARTICLE II- MEMBERSHIP AND TERM OF OFFICE

- A. Members. By law, the Commission shall consist “of not less than seven (7) and no more than fifteen (15) citizens. Two or more members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority.” (W&I Code Section 225)
- B. Appointments. When a vacancy occurs due to the expiration of a member’s term of appointment, the Presiding Judge of the Superior Court, with the concurrence of the Presiding Judge of the Juvenile Court, shall appoint a successor for a term of four (4) years to the Juvenile Justice Commission. Newly appointed members are notified by the Court prior to the next Commission meeting and are administered the oath of office by the Presiding Judge of the Juvenile Court or his/her designee.
- C. Commission Responsibility. It is the responsibility of the Commission Chairperson to keep the Presiding Judge of the Juvenile Court and the Board of Supervisors apprised of membership status. In advance of a vacancy the Commission shall recruit, screen, and recommend candidates for the appointment.

- D. Vacancy. “When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancy shall hold office for the unexpired term of his or her predecessor.” (W&I Code Section 225)
- E. Leave of Absence. A leave of a definite period of time may be granted a Commissioner by the membership, taking into account current membership and number of leaves of absence in effect when the leave is requested.
- F. Resignation. A member unable to continue active service should submit a written resignation to the Commission Chairperson.
- G. Regular Attendance. If a member finds it impossible to attend a regular Commission meeting, the member shall notify the Commission’s Chairperson or secretary. If unable to attend a committee meeting, inspection, or hearing, that member shall notify the member in charge. Failure to provide notice prior to missing a Commission meeting shall be an unexcused absence.

Any Commissioner who accumulates three unexcused absences from regular Commission meetings during the Calendar Year shall be considered by the Commission as having resigned from the Commission. This information will then be forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

The failure of any Commissioner to participate in the required inspections shall be subject to the review by the Commission concerning continued membership in the Commission.

- H. Commissioners in Good Standing. A Commissioner in good standing is one who has been administered the oath of office, has not accumulated three unexcused absences from regular Commission meetings during the Calendar Year, and has participated in required inspections, unless excused by the Chair.

ARTICLE III - DUTIES

The primary purpose of the Commission is to function as a public conscience in the interest of justice for children and adolescents and to provide leadership for citizen action.

- A. It is the duty of the Commission to inquire into the administration of justice in a broad sense, including, but not limited to, operation of the Juvenile Court, Probation Department, Human Services Agency, and Law Enforcement.
 - 1. For this purpose the Commission shall have access to all publicly administered institutions authorized or whose use is authorized by Chapter 2 of the Welfare and Institutions Code (W&I Code Section 229)
- B. The Commission shall annually inspect institutions, any jail or other secure custody facility within the county which may be used for confinement of any minor; also, institutions operated

for dependent children of the Court. It shall report the results of such inspection, together with its recommendations based thereon, in writing, to the Juvenile Court Judge, the Chief Probation Officer, and the Corrections Standards Authority.

- C. The Commission may hold hearings to gain information beyond the inspection of institutions and utilize, with the concurrence of the Judge, the subpoena power of the Juvenile Court requiring attendance and testimony of witnesses and production of papers.
- D. Juvenile justice policy matters are a concern of the Commission. Recommendations will be made to the Juvenile Court and/or any other responsible policy-making body, as appropriate.
- E. The Commission is actively concerned with the provision of appropriate and adequate services and facilities by city, county, and state governments.
- F. The Commission, as the Delinquency Prevention Commission, may make inquiries into the status of youth service programs, public and private.
- G. Delinquency prevention policy matters are a concern of the Commission. Recommendation will be made to the Board of Supervisors and/or any other responsible policy-making body, as appropriate.

ARTICLE IV - OFFICERS

The officers of the Juvenile Justice/Delinquency Prevention Commission of San Mateo County shall be: Chairperson and Vice-Chairperson. The San Mateo County Chief Probation Officer shall provide administrative staff and clerical support to assist the Commission in carrying out its mandate.

- A. The Chairperson shall appoint a nominating committee consisting of members of the Commission, not later than the October meeting of each year, and shall designate the nominating committee chairperson. The nominating committee shall report its recommended slate to the Commission at the final meeting of the year. Nothing in this section shall be construed to prevent members of the Commission from nominating any Commission member for any office of the Commission for the ensuing year.
- B. The Chairperson and Vice-Chairperson of the Commission shall be elected from the members of the Commission by a roll call vote of the members present at the Commission's final meeting of the year. To be elected, the officer candidates shall each receive the votes of a majority of the Commission in attendance.
- C. The officers shall hold their offices commencing January 1st for one year or until their successors shall be duly elected.
- D. In the event of a vacancy in the office of Chairperson or Vice-Chairperson, by death, resignation, or otherwise, the Commission shall immediately nominate and elect a successor to the vacant office for the remainder of the normal term of office.

- E. The Chairperson shall preside at all meetings of the Commission at which he/she is present. He/she shall perform such duties and shall exercise such powers as usually pertain to the office of Chairperson and shall also have such additional powers as may be granted by the Commission.
- F. In the absence of the Chairperson, the Vice-Chairperson shall preside at all meetings of the Commission and shall perform such other duties as may be enjoined by the Commission. In case of absence of the Chairperson, or if there be a vacancy in the office of the Chairperson, all the powers and duties of that office shall devolve upon the Vice-Chairperson.
- G. In the event of the absence of the Chairperson and Vice-Chairperson, the members present shall elect, by a majority of the members voting, a Chairperson Pro Tempore for that meeting.
- H. The assigned Juvenile Justice/Delinquency Prevention Commission staff person records the minutes of all Commission meetings and handles Commission correspondence. The staff keeps the roll, certifies the presence of a quorum, maintains a list of all active members, and keeps records of actions as they occur at each meeting. It is the staff's responsibility to assure that meeting notices be posted in publicly accessible places for 72 hours prior to the Commission meeting and keep a record of such posting. Staff should also reproduce and distribute the Commission notices and minutes of all meetings.

ARTICLE V - SUBCOMMITTEES

- A. The Commission may establish ad-hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the Commission. For each committee established, the Commission Chairperson shall appoint one of the Commission members as the committee chairperson. A committee may have members other than persons who are members of the Commission. A committee shall report its findings of fact at a meeting of the Commission, at which time the whole Commission shall consider such findings.
- B. The purpose and scope of each ad-hoc or standing committee shall be recorded in the minutes of the Commission.
- C. Each ad-hoc or standing committee chairperson shall be responsible for keeping records of all actions and reports, and shall submit these records to the Commission on a regular basis.

ARTICLE VI - ORGANIZATION PROCEDURES

- A. The rules of parliamentary law embraced in Robert's RULES OF ORDER (Revised) shall serve as a guide in meetings of the Commission in all cases in which such rules are not inconsistent with these policies.
- B. Meetings. The Commission shall meet on the last Tuesday of each month except December, unless this time is changed by the Commission. A schedule of meeting times, dates, and places shall be posted from time to time by the Commission.

- C. Meeting Time. At each meeting of the Commission, the Chairperson shall call the meeting to order at a regular time set from time to time by the Commission.
- D. Quorum. Quorum will be one/half plus one of the Commissioners in good standing.
- E. Notice. Notice of meetings of the Commission will be as provided by the Brown Act.
- F. Meeting Agenda. The Chairperson shall approve an agenda for each regular meeting of the Commission that shall be distributed to each member of the Commission at least four business days in advance of each regular meeting. The agenda shall consist of a list of items to be considered at each regular meeting which are described in sufficient detail to give notice about business to be considered at the meeting. Nothing in this section shall be construed to prohibit the introduction of agenda items, which through exercise of due diligence could not have been placed on the agenda and which require early action by the Commission. Members of the Commission desiring to place items on the agenda should contact the Chairperson. Any member of the Commission at any meeting may bring up items introduced solely for informational purposes and which involve no request for immediate action by the Commission.
- G. Suspension of Order of Business. The order of business may be suspended at any time during any meeting of the Commission by a majority vote of the members present.
- H. Action by the Commission. The Commission may take action on matters properly before it, only at a regular or special meeting. The authority of the Commission may only be exercised as a whole Commission, and only at such meetings as duly and legally called and constituted. Individual members acting in their individual capacities have no authority to commit the Commission to any policy determination or course of action unless the Commission has previously authorized or subsequently ratified such act by that individual member of the Commission.
- I. Voting. All voting is on the basis of one vote per member. Members must be in good standing to vote. Members must be present to exercise their vote.
- J. Written Record of Commission Proceeding. The official record of proceedings of Commission meetings shall be known as the minutes, and shall be a record of the actions taken by the Commission. At the subsequent meeting, minutes shall be approved by a majority vote of the members present at that time. The minutes, when approved by the Commission, shall be the official records of the proceedings at which they were taken. The minutes shall be retained as required by State law.
- K. Press Releases. Only the Chairperson of the Commission or his/her designee shall issue press releases on behalf of the Commission.
- L. Release of Information. The Juvenile Justice and Delinquency Prevention Commission of San Mateo County may conduct inquiries involving minors in the juvenile justice system. Because of the confidential and sensitive nature of these inquiries, the Commission may choose to write an executive summary of its final report. If the Commission determines to publicize its

findings and recommendations, it will use the executive summary and not the final report. The decision to release an executive summary will be made by the full Commission.

- M. Contact with Public and Agency Personnel. The Chairperson or other Commissioner designated by the Commission shall be spokesperson with County agencies and/or personnel as well as the media. It is the policy that Commissioners work in teams of two or more in speaking for the Commission or in gathering information on behalf of the Commission, except in assigned committee representation.
- N. Correspondence. All correspondence on behalf of the Commission will be sent only with the approval of the entire Commission or the Chairperson. Correspondence shall reflect the title of Chairperson.
- O. Special Meetings. Special meetings of the Commission shall be called, as deemed necessary.
- P. Annual Meeting. The Commission shall hold an Annual Meeting in the month of January, at the regular meeting of the Commission. At the Annual Meeting the Commission shall:
1. Readopt these operating policies which are then in effect, along with any proposed amendments thereto, for approval by a majority vote.
 2. Review its prior year's activities.
 3. Establish the Chair's vision for the next year.
- Q. Commission Retreat. The Commission may hold a Planning Retreat Meeting if so desired, on a day most convenient to all members. The purpose of the retreat will be established by the members at a regularly scheduled meeting.
- R. Written Communications to the Commission. All written communications addressed to the Commission or any member thereof involving policy matters which are properly the concern of the Commission shall be placed on the agenda of the next meeting of the Commission held after receipt of the written communication.

These Policies and Procedures shall be revised as necessary to continue in conformance with the Welfare & Institutions Code and other applicable State law. These bylaws shall be reviewed as needed by the Commission.

Amended May 28, 2018

APPROPRIATE ACTIVITIES FOR A JUVENILE JUSTICE COMMISSION¹

1. Inspections: Camps/ranches, juvenile hall and law enforcement juvenile holding facilities.
2. Study the effects of Legislation on the County.
3. Attend Juvenile Court sessions.
4. Study Probation Department budget - Present views to the Board of Supervisors
5. Hold retreat for purpose of setting goals, including being aware of the Court's and the Board of Supervisors' wishes for the Commission, establishing priorities, team building for both Juvenile Justice and Delinquency Prevention Commission.
6. Implications of Legislation to the Commission.
7. Contact the Grand Jury regarding juvenile justice issues.
8. Updating community information booklet.
9. Advertise for and interview applicants for Commission membership.
10. Present certificates of appreciation to retiring probation officers and others deserving recognition.
11. Review level of mental health services available to Probation Department's Juvenile and Institutions divisions with recommendations to County to take necessary steps to upgrade those services when needed.
12. Co-sponsor countywide meetings developing solutions to problems like truancy, school violence, gangs at school, etc.
13. Participate in prioritizing of requests for revenue sharing funds and Ad-Hoc Mental Health Committee relative to service to Juvenile Court and Probation Department.
14. Study various programs and alternative uses for juvenile hall and submit recommendations to the Court and Board of Supervisors.
15. Review proposed budgets for probation, juvenile hall, both camps and Juvenile Court wards, and make recommendations to the Board of Supervisors.
16. Study staffing in Probation Department and juvenile hall and make recommendations to the Board of Supervisors.
17. Inspect local continuation high schools and write letters of support endorsing continuation high schools in the community.
18. Inspect residential schools.
19. Meet with other Commissions and coordinate efforts.
20. Inspect group homes.
21. Establish Mental Health Committee to research feasibility of establishing a local commitment unit for severe behavioral problem-disordered juveniles.

¹ The Juvenile Justice Commission's duties and responsibilities listed were compiled from submissions provided by other California Commissions, as well as information and materials extracted from the Juvenile Justice and Delinquency Prevention Commissioners Resource Manual. The list is not to be considered exhaustive, and is offered here merely as a guide.

22. Introduce resolutions at state conferences requesting the Governor to establish statewide committees.
23. Testify before Assembly Criminal Justice and Senate Judiciary Committees regarding relevant juvenile bills.
24. Testify before the Board of Supervisors on issues of juvenile justice and delinquency prevention.
25. Invite all supervisorial candidates to attend Juvenile Justice Commission meetings.
26. Participate in county committees on child abuse.
27. Interview minors in juvenile hall.
28. Hold countywide symposium on problems of youth.
29. Determine needs for shelter care detention.
30. Make inquiries into School Attendance Review Board (SARB) implementation.
31. Initiate efforts toward standardization of juvenile arrest criteria.
32. Confer with the Juvenile Court Judge.

Proposed 2018 Projects

- Review the level of mental health services available to Probation's Institutions division and Juvenile division
- Establish peer mentoring space with other Commissions
- Develop/perform a system test to better understand the juvenile justice experience and delivery of services from the perspective of minors and their families
- Establish some sort of recognition for Probation staff, teaching staff and/or CBO staff.
- Monitor/get more involved in Continuum of Care Reform implementation (IPRCs, out of area placements, outcomes)

Proposed 2016 Projects

Community and Public Health

- Partner and collaborate for violence prevention

Mental Health

- School interventions
- Resources
- QPR
- Awareness
- Youth Mental Health

Group Homes / Dependency Questions

- Where are group homes?
- Where are youth going instead?
- Is there an initiative proposed?

Probation Violations

- Compare SCC to SMC
- What are youth being violated for?
- What is impact on youth schooling, family dynamic, employment opportunities

Delinquency Prevention

- Diversion Program (RCPD model)
- Succession Planning

Glenwood Redesign

Education

- Expulsion/Suspension
- Program followup - Restorative justice PBIS
- Credit recovery effectiveness

Disparate Impact and Justice Issues

- LGBTQI
- Income
- Disabled
- Housing
- Gender

Evidence-based Programs

- Implementing
- Connecting to Services