



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

**Minutes of the Juvenile Justice & Delinquency Prevention Commission**

**Jan. 29, 2019**

**5:15-7:15 pm**

**455 County Center, 4<sup>th</sup> Floor, Room 405, Redwood City**

**MINUTES**

**Commissioners Present:** Chair Michele Gustafson; Co-Vice Chair Rebecca Flores; Susan Swope; Doug Winter; Christine Ford; Deborah Telleria; Clara MacAvoy; Melissa Wilson; Toni Barrack; Valerie Gibbs

**Commissioners Absent:** Daniel Casillas; Sonoo Thadaney

**Staff Present:** Deputy Chief Probation Officer Rich Hori; Institution Services Director Jody DiMauro; Administrative Secretary Tony Burchyns

**Additional Attendees:**

Judge Susan Jakubowski, Juvenile Court

Melissa Delbon Poling – Law Program Manager,  
FLY

Joey Gallo – Fresh Lifelines for Youth

Jeneé Littrell – County Office of Education

Yuni Cisneros – Program Manager, Fresh  
Lifelines for Youth (FLY)

Liz Martinez – Reentry Program Case Manager,  
FLY

Rick Halpern – Private Defender Program

Paul Bocanegra – Human Rights Watch

**I. Administrative Business:**

- a. Call to Order: Chair Gustafson called meeting to order at 5:15 p.m.
- b. Roll Call and Establish Quorum: A quorum was established at 5:15 pm.
- c. Introductions
- d. Agenda Review: **Approved unanimously.**
- e. Approval of Minutes: Nov. 27, 2018: **Approved** as distributed.
- f. Review/Readopt JJDPC Operating Policies: M:/Swope, S:/Flores: **Approved Unanimously**
- g. Date for Commission Planning Session/Retreat:  
The Commission discussed holding a special meeting/planning retreat on a date to be determined in February or March.
- h. Annual Report 2018: *Deferred.*
- i. Judge Susan Jakubowski swore in Michele Gustafson and Valerie Gibbs for their second terms on the Commission.

**II. Oral Communications:**

None

**III. Fresh Lifelines for Youth: Introduction and Program Overview:**

Melissa Poling, Law Program Manager; Yuni Cisneros, Lead Case Manager Leadership Training Program; and Liz Martinez, Reentry Program Case Manager for non-profit Fresh Lifelines for Youth (FLY), gave a summary overview of FLY's work in the Bay Area and specifically in San Mateo County. FLY's mission is to prevent juvenile crime and incarceration through legal education, leadership training and one-on-one mentoring. Currently, the mentoring program is not available in San Mateo County. However, FLY offers its legal education and leadership programs at high schools and continuation schools throughout the County as well as at the juvenile detention facilities. FLY also provides a nine-month reentry program for youth transitioning out of long-term incarceration.

The reentry program is limited to 15 participants under FLY's contract with the County. Rick Halpern of the Private Defender Program asked if the program is limited by lack of interest or lack of funding. Poling responded that the program potentially could serve more youth under a bigger contract.

There are only 26 spots in FLY's leadership program. Commissioner MacAvoy asked about the level of interest and whether qualified applicants are rejected. Cisneros and Poling said although the program receives a lot of initial interest each year, there is usually enough room to accommodate serious applicants who meet the criteria and wish to commit to the program.

#### **IV. Suggestions for Commission Structure: Positions, Committees, Liaisons**

Commissioner MacAvoy presented ideas meant to bolster 1) the Commission's formal positions, i.e., Chair, Vice Chair, et cetera, 2) Commission goal-setting and project management, and 3) communication with the public. She outlined her suggestions in handout (attached) distributed at the meeting.

Suggestions included:

- Split the role of Vice Chair into two co-Vice Chairs, each with separate duties
- Create a publicly accessible online events calendar
- Enhance Commission website to make it easier for members of the public to find agendas, minutes, inspection reports, and other information
- Establish an annual goal-setting retreat
- Reduce the number of Commission projects to improve outcomes
- Define liaison roles
- Create online repository of Commission documents, accessible to commissioners only

The Commission decided to table the discussion until its goal-setting retreat.

#### **V. Private Defender Program Remarks and Discussion**

Rick Halpern of the Private Defender Program discussed changes in the law regarding competency in juvenile court proceedings. Among other things, the law requires the court, the probation department, mental health and other specified entities to develop a written protocol describing the competency process and a program to ensure that minors who are found incompetent receive appropriate remediation services. Halpern said funding for remediation services needs to be identified, but Judge Etezadi is confident she can bring in partners, i.e., the Board of Supervisors, to help fund it.

Halpern also reported that he will be retiring in September 2019. Ron Reyes will replace him.

## **VI. Court Remarks and Discussion (Judge Jakubowski)**

Judge Jakubowski discussed the Juvenile Court's top priorities for 2019, including working with partners to develop protocols for 1) handling juvenile competency issues and 2) identifying and assessing sexually exploited minors and providing appropriate services to them. The Glenwood transition is another high priority. Judge Jakubowski added that Supervising Juvenile Judge Susan Etezadi, in conjunction with the Private Defender Program and the DA's Office, has started holding monthly "check-in" meetings with Probation and HSA to discuss shared issues. She reiterated both she and Judge Etezadi have an "open door policy" and want to work collaboratively with everybody.

Chair Gustafson asked Judge Jakubowski how she felt about the possibility of the Commission appointing a liaison to meet regularly with the Juvenile Court. Judge Jakubowski said she would speak to Judge Etezadi about it, but they would probably be open to the idea.

## **VII. County Office of Education**

Jeneé Littrell, Associate Superintendent of Student Services, said the County Office of Education is continuing to work with partners in Probation regarding the Glenwood transition.

She also said her office is in conversation with all the districts in the County to strengthen supports at Gateway Community School for at-risk middle school students. Gateway is a temporary education program designed to help students re-engage in their learning and return to their home districts.

In addition, she said the Office of Education has been actively working on the CSEC protocol and training all the districts in the County to identify CSEC risk factors and warning signs. Her office is also training school sites to maintain CSEC "watch lists" and report cases to their student services directors so educators can get a better picture countywide of recruitment "hot spots" and other helpful information.

Rick Halpern of the Private Defender Program asked if the Glenwood youth would be attending Gateway School after the Glenwood program moves to the Youth Services Center. Juvenile Hall director Jody DiMauro said the plan is for the Glenwood boys to attend school at Hillcrest School in the Juvenile Hall and then attend Gateway during their reentry phase, perhaps the last four weeks of their commitment, as part of bridge back to their home district.

Jeneé Littrell also reported the Canyon Oaks residential treatment center population may eventually be transported back to their home districts for school rather than receiving educational services at the Canyon Oaks. The Office of Education is in early discussions with Canyon Oaks about the possible change.

## **VIII. Youth Commission Update**

*No report.*

## **IX. Probation Update**

Deputy Chief Probation Officer Rich Hori reported there are currently 10 youth in placement, all in California.

Juvenile Hall Director Jody DiMauro reported there are currently 47 youth in custody at the Juvenile Hall, 4 youth at Camp Kemp, 6 girls in the Girls Empowerment Program, and 8 boys at Camp Glenwood.

Jody DiMauro gave an update on the Glenwood transition. The County's deadline for closing Camp Glenwood is the last week of March. The Probation Department is working with the Juvenile Court, BHRS, and the Office of Education to coordinate the program's move from La Honda to the YSC and redefine what the program will look like going forward. Most of the boys currently in the Glenwood Program will be completing their commitment in March, so they won't be affected too much by the move.

Chair Gustafson added there is some urgency to complete the move as soon as possible to ensure continuity and allow for new commits to enter the program. Currently the court is holding off on committing boys to the program pending the move.

Jody DiMauro said the transition offers opportunities to improve the program and develop practices that could eventually benefit all youth transitioning out of custody. It is believed the move will also make it easier for families to visit and provide more opportunities for evening and weekend home passes. She noted the camp's garden, chicken coop, culinary program, vocational program, and eventually will be replicated at the YSC.

Chair Gustafson asked for an update on Chief Probation Officer John Keene's administrative leave of absence. Deputy Chief Rich Hori said there were no currently no answers as far as when he or Deputy Chief Roy Brasil, who also is on leave, might return.

## **X. 2018 Project Reports**

- a. Vocational Training and Makers Lab – *No update*
- b. Youth Court – Commissioner Winter reported there is strong interest in the County for a youth court program. The next step is how to implement it, including funding and executive control.
- c. Group Homes – *No update*
- d. Prop 64 – Gustafson said Commissioner Casillas is attending a conference in Los Angeles on marijuana criminal justice reform. He will work with BHRS to give a report on what he learned.
- e. Parent Guidebook – Commissioner Wilson said the draft is shaping up well. Next steps include editing and formatting.
- f. User Test – Commissioner MacAvoy said she has been fingerprinted and is ready to proceed with the User Test project. Chair Gustafson said the project may be on hold until DCPO Brasil returns. Jody DiMauro said she could help coordinate it in Brasil's absence after the Glenwood move.
- g. Community Resources Project – Wilson said she has developed a questionnaire for probation officers asking what community resources they currently recommend to families and youth. She will share this with Commissioner Flores, who has been working with Jobs for Youth on development of an online resources hub.

## **XI. Projects for 2019: Continuing Projects, New Proposals, Voting**

The Commission tabled the discussion until its planning/goal-setting retreat. In addition to new project ideas, Chair Gustafson asked everyone to think about which current projects should be continued, re-scoped, suspended, et cetera. She said every commissioner should be working on a project, and every project must have a leader to push it forward.

Commissioner Swope suggested presenting certificates of appreciation to Probation retirees, including GSIII Marlin Brown, who will retire in February after 20 years of service.

## **XII. Commissioner Comments/Announcements**

- a. Community Schools Advisory Committee – no updates
- b. Community Collaboration for Children’s Success – no update
- c. Juvenile Justice Coordinating Council – no update

Commissioner Barrack said she will be working on revamping the Commission’s juvenile detention center inspection forms, and was wondering where to access the BSCC’s Title 15 revisions which took effect on Jan.1, 2019. Chair Gustafson said she will find them and circulate them after the meeting.

**Meeting adjourned 7:15 p.m.**

## JJDPC Restructuring Recommendations

### I. Summary

- a. I believe that through some restructuring the JJDPC can contribute even more to San Mateo County, especially in our work advocating on behalf of juveniles involved in the justice system. The main areas for which I would suggest considering changes are in the formal positions (Chair, Vice Chair, etc.), the structure of the commission, and communication with the commission and community. Below, I have summarized my various thoughts, which I hope the Commission will be able to take into consideration in planning out the future of the Commission.

### II. Positions

- a. Currently, the Chair is responsible for the monthly agendas, the minutes, communications, setting an annual agenda and more. Transferring some of this responsibility to a vice chair or co-vice chairs would allow a more equitable work load and would also lead to a more effective leadership for the commission.
- b. Chair: The Chair would remain in charge of setting the monthly commission agendas, running meetings, and issuing any important communications. The Chair would also set the agenda for an annual retreat.
- c. Vice Chair: I would suggest splitting the position of Vice Chair into two co Vice Chairs, with each vice chair having a unique set of responsibilities. The Vice Chairs would also continue to have their current responsibility to serve as the Chair if the Chair is absent.
  - i. Vice Chair (Membership)
    1. In charge of recruitment and onboarding. Responsibilities would include recruiting new members when spaces become available, reviewing applications and conducting / coordinating interviews when appropriate, and facilitating new commissioner orientation
  - ii. Vice Chair (Communication)
    1. In charge of organizing / editing minutes and organizing and working with the commission secretary to update a publicly accessible archive of commission materials (agendas, minutes, reports, letters of support, etc.). Could also be in charge of an online calendar.

### III. Structure

- a. I believe that restructuring areas of the Commission could help provide focus for our projects and liaisons. In turn, this focus will help to drive results and long term progress.
- b. Retreat: Currently, it takes us at least a quarter or more of the year to set our annual priorities due to the time and content constraints of the monthly commission meeting. An annual retreat, preferably in January before the first scheduled commission meeting, would provide an opportunity to refresh committee policies and set an annual agenda. On the youth commission, we held a

retreat at the beginning of the year, and it gave us an opportunity to set our goals for the year, allowing us to jump into work at our first meeting.

- c. **Projects:** The commission undertook a number of projects in 2018. To improve project outcomes and equitably distribute work, the number of projects undertaken by the commission for the year should be reduced, and the goals of each project clarified to state an end-of-the-year goal and an overall connection to the mission of the commission. Each commissioner should be required to participate on one project, but no more than two projects. Each project must have a lead and no commissioner should lead more than one project. On the Youth Commission, we had five committees (25 commissioners) and every commissioner served on one committee. It was a required part of the commission, and each committee was required to have some sort of deliverable at the end of the year (an event, a collaboration with another group, a research project, letters of support, etc).
- d. **Liaisons:** The commission currently has several liaison positions (Probation, Court, JJCC, Community Schools, CCCS) and has proposed additional liaison roles (Education). I think that it could be beneficial to more clearly define the role for liaisons. For example, what is the goal of a liaison? Is it to collect information, to advocate, to take action, a combination of the aforementioned activities, or something altogether different?

#### IV. Communication

- a. **Calendar:** An online, publicly accessible calendar of events relevant to the Commission. Ideally, this would be something that any Commissioner could post to. Currently, commissioners often mention upcoming events at the end of each meeting. An online calendar would allow events which fall in between meetings to be posted, and it would be an easy way to keep track of locations and other details. Additionally, community members interested in becoming involved in issues surrounding youth would be able to use this calendar as a resource to find out about community events. I believe that this has been proposed before, but there were issues with the Brown Act. However, I think that it would be useful to speak with County Counsel to see if there is any way it could be implemented to be Brown Act compliant.
- b. **Handbook:** documents, maintained online and accessible to commission members only. This would be maintained by the Co-Vice Chair.
- c. **Inspection Procedures and Forms:** documents maintained online and accessible to commission members only. This would be maintained by the Inspection Lead.