



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**

**April 6, 2019**

**1-3 pm**

**San Carlos Library, 610 Elm St, San Carlos**

**MINUTES**

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

**Commissioners Absent:** Sonoo Thadaney, Christine Ford

**Additional Attendees:**

Vimal Kapur – Community Member

Monroe Labouisse – CASA volunteer

**I. Administrative Business:**

- a. Call to Order: Chair Gustafson called meeting to order at 1 p.m.
- b. Roll Call and Establish Quorum: A quorum was established at 1:10 pm.
- c. Introductions
- d. Agenda Review: **Approved** as distributed.

**II. Oral Communications:**

*None*

**III. Inspections**

The Commission discussed the purpose of inspections, reiterating that inspections are informed by Title 15, but not strictly limited to the regulations. Commission reports are meant to provide community perspective. This year the intention is to focus on the changes in Title 15 for the purposes of ensuring probation has the support it needs to comply with new requirements.

We will seek further guidance from the Juvenile Court and Probation regarding inspection of group homes. Our understanding is that Your House South is not an STRTP but will ask for confirmation and advisement as to whether to inspect at the next regular meeting.

We have received information from BSCC regarding police stations to be inspected, so we have the information we need to commence this year's inspections, aside from guidance on group homes other than Canyon Oaks. Youth facility teams should generally have 3 or more members; police stations can be inspected by one commissioner, although a team of 2 is preferred. Prospective commissioners may participate in inspections. Commissioners should sign up for at least 2 inspections.

The Commission made the following timing decisions:

- Canyon Oaks will be inspected later in the year (potentially August or September).

- The school inspection team will seek to complete school inspections of Hillcrest (at Juvenile Hall) and Camp Kemp before the end of the school year in May.
- Camp Glenwood can no longer be inspected since it no longer is operational
- The Commission will revisit how to evaluate the Phoenix Reentry Program (PREP) after the program has started. This is a major change for 2019, so, at minimum, we will report on the stand-down of the Camp Glenwood program as an appendix to the YSC inspection report.
- Facility inspections can start immediately, but need not be completed before the end of May.
- We would like to have draft reports submitted by the end of June (except for Canyon Oaks and PREP).

The Commission reviewed the high-level changes to Title 15. Slides were provided from the last special meeting and were distributed as part of the March 2019 agenda packet.

- More emphasis on trauma informed policies
- Positive youth development/behavior support
- Better guidance regarding LGBTQI youth
- More emphasis of culturally and linguistically appropriate delivery of information
- More requirements to inform parents of serious incidents or sickness
- More guidance on detecting sexually exploited youth
- More transition and reentry planning
- Enhanced guidelines regarding pregnant and post-partum youth
- Clothing and hygiene requirements
- Room confinement limitations

Commissioner Telleria has revised the youth facility inspection and the San Mateo County inspections guidebook. Commissioners should review both of these items before the day of the inspection and bring a copy of both to the inspection. The guidebook includes suggested questions to ask during interviews of staff, administration, youth, etc. Commissioners are encouraged to ask their own relevant questions, so these are only examples. Group home and police station inspection forms have not changed this year.

Commissioner Telleria walked through the revised facility inspection form, which were re-written with a focus on Title 15 changes. Although we had previously discussed moving to a more narrative form on the inspection forms, because the Commission will focus on Title 15 changes, a checklist-plus-narrative format was deemed more helpful for identifying differences since 2018. Changes to the new inspection form are:

- Moved summary to the front (previously was on the last page of the report)
- Went through title 15 section by section and added changes in a yes/no question format.
- For each section, there is a space for comments. Comments can be used to supplement responses where the yes/no question does not provide the full picture, e.g., what still needs to be addressed, are there any issues, what assistance is needed, are there still unmet needs that might be particular to the facility or even to youth that might be indicative of a gap that needs addressing (e.g., if someone is not getting prescribed medicated hygiene products)

The BSCC will be revising the templates it provides to JJs this year. The form BSCC provides is not mandatory, rather meant to be guidance for JJs that have not developed their

own inspection forms. BSCC forms will be ready by 2020. Once these have been released, we can compare to our forms and merge changes, where appropriate.

Suggestions for changes to the San Mateo County form:

- Are religious meals provided/minimum diet? Other special diets for medical or vegan/vegetarian
- Add a section regarding how transition plans are coordinated with probation (transition from facility to community supervision). Transition planning is a significant change in Title 15.
- Capture information about when and how POs start to get involved with the youth while they are still in Juvenile Hall:
  - Do PO's receive the transition plan? When and in what form?
  - How do POs implement and comply with the transition plan?
  - What resources are available to POs and how are they using them?

Commissioner Gustafson discussed the role of inspection leads and team members and provided a brief overview of a typical inspection.

#### Facility Lead Responsibilities

- Coordinate with team and facility the date(s) of inspection
- Communicate with facility about what documents will be reviewed and who we'll want to talk to
- Be responsible for compiling the draft report
  - Lead need not be the drafter but needs to make sure the role is assigned
  - Lead needs to make sure the draft is proofed before submitting it to the Inspections Chair
- Ensure open questions are followed up on
- Before submitting to Inspections Chair, coordinate review by/feedback from
  - Other inspection team members
  - Facility contact(s)

#### All Commissioners: At a minimum:

- Be on time
- Communicate with your team members if something comes up last minute
- Read the inspection form and San Mateo JJDC Inspection Handbook before you go
- Take a copy of the inspection form with you
- If your inspection will require interviews, have a list of questions in mind or written down before you go.

#### Sign-ups/Inspection Teams

- YSC
  - LEAD: Deborah Telleria
  - Daniel Casillas
  - Rebecca Flores
- Camp Kemp
  - LEAD: Toni Barrack
  - Rebecca Flores
  - Doug Winter

- Project Phoenix
  - LEAD: Susan Swope
  - Toni Barrack
  - Deborah Telleria
- Canyon Oaks
  - LEAD: Michele Gustafson
  - Clara MacAvoy
- Schools
  - LEAD: Melissa Wilson
  - Valerie Gibbs
  - Doug Winters
  - Daniel Casillas
- Colma Police Department
  - LEAD: Michele Gustafson
  - Clara MacAvoy
- Menlo Park Police Department
  - LEAD: Susan Swope
  - Valerie Gibbs
- Redwood City Police Department
  - LEAD: Susan Swope
  - Valerie Gibbs
- San Bruno Police Department
  - Doug Winter
- Pending sign ups
  - Christine Ford
  - Prospective Commissioners

#### **IV. Commissioner Comments/Announcements**

None

Meeting adjourned 3 p.m.