

**PROBATION DEPARTMENT  
COUNTY OF SAN MATEO**



**Juvenile Justice and Delinquency Prevention Commission**

September 24, 2019

5:15pm – 7:15pm

455 County Center – Room 405

Redwood City, CA 94063

**AGENDA**

*Public comment 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.*

**Hon. Susan Etezadi**  
Presiding Juvenile  
Court Judge, Superior  
Court

**Judith Holiber**  
Deputy County  
Counsel

**Commissioners**

**Michele Gustafson**  
Chair

**Rebecca Flores**  
Co-Vice Chair

**Sonoo Thadaney**  
Co-Vice Chair

**Paul Bocanegra**

**Antoinette Barrack**

**Daniel Casillas**

**Valerie Gibbs**

**Clara MacAvoy**

**Susan Swope**

**Debora Telleria**

**Melissa Wilson**

**Douglas Winter**

**I. Administrative Business (5:15-5:20)**

- a. Call to Order
- b. Roll Call and Establish Quorum
- c. Introductions
- d. Agenda Review
- e. Approval of Minutes of August 27, 2019
- f. Membership: need interviewers for new prospective commissioner
- g. Business cards: please let Jannet know if you need them

**II. Oral Communications (5:20-5:25)**

*This item provides an opportunity for public comment on items not on the agenda (Time limit – two (2) minutes per person). There will be opportunity for public comment on agenda items as they are considered.*

**III. 2019 Inspections (5:25-5:50)**

- a. Status, Remarks, Questions, Concerns
- b. Camp Kemp Report
- c. Education Team Reports (Kemp, Canyon Oaks, YSC)

**IV. BHRS Overview: Youth Services Provided, Treatment Statistics Available, Discussion Regarding JJDPC Engagement (DiMarco) (5:50-6:00)**

**V. Court Remarks and Discussion (Judge Etezadi, Judge Jakubowski) (6:00-6:05)**

- a. Judges' Remarks
- b. Court liaison report (Telleria)

**VI. Private Defender Program Remarks and Discussion (Rayes) (6:05-6:15)**

**VII. County Office of Education Remarks and Discussion (Littrell) (6:15-6:20)**

**VIII. Youth Commission Update (Nori) (6:20 -6:25)**

- a. Letter in support of JJDPC Letter Regarding Juvenile Hall Alternatives
- b. JJDPC Representation at Youth Commission Meeting: Thursday, September 26, 6:15-8:15 Board of Supervisors Chamber, County Center

- IX. Probation (Hori, DiMauro) (6:25-6:35)**
- a. Update on Phoenix Program
  - b. Current population of facilities, number of out-of-custody youth supervised by Probation, and number and location (out of county/state) of youth placed out of home.
  - c. Update on data available for reporting.
  - d. Update on institutions/probation staffing.
  - e. Query: what is YSC's policy on immigrant youth?
  - f. Probation Liaison report.
- X. Report Outs (7:05-7:15)**
- c. Letter to Board Regarding Juvenile Hall Alternatives (Thadaney, Casillas)
  - d. Court Liaison (Telleria)
  - e. Status of Communication to FLY regarding policy (Gustafson)
  - f. Youth Court (Winter)
  - g. Parent Guide (Wilson, Swope)
  - h. JJC Training in Tahoe, BSCC Conference Calls
- XI. Discussion: Planning for Next Year (6:35-7:05)**
- a. Elections (Gustafson)
  - b. Update to Inspection Forms (Telleria)
  - c. Planning for 2020 Projects: start discussion, planning sessions
- XII. Commissioner Comments/Announcements (7:15-time permitting)**
- a. Restorative Justice and Reentry Conference (Swope)
  - b. AOD Meeting Report (Barrack)
  - c. Legislative Update
  - d. Reminder about November 28 meeting

**Next Meeting: Tuesday, October 29, 2019 5:15 – 7:15 p.m.**  
**Location: 455 County Center, 4<sup>th</sup> Floor, Room 405, Redwood City**

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MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT SECRETARY TONY BURCHYNS (650) 312-8878 AT LEAST 72 HOURS BEFORE THE MEETING AS NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS.

If you wish to speak to the Committee, please fill out a speaker's slip. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the Commission Secretary who will distribute the information to the committee members.

**Minutes of the Juvenile Justice & Delinquency Prevention Commission**  
**August 27, 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 Sonoo Thadaney; Co-Vice Chair Rebecca Flores; Susan Swope; Melissa Wilson; Debora Telleria; Paul Bocanegra; Toni Barrack; Valerie Gibbs

**Commissioners Absent:** Doug Winter; Daniel Casillas; Clara MacAvoy

**Probation Staff Present:** Deputy Chief Probation Officer (WOC) Jodi Di Mauro;  
Administrative Secretary Jannet Bonilla

**Additional Attendees:**

Aurora Pena – Behavioral Health & Recovery Services	Judge Susan Jakabowski – Juvenile Court
Ron Rayes – Private Defender Program	Sathvik Nori – Youth Commissioner Liaison
Kate Hiester – Fresh Lifelines for Youth	Rebecca Baum – DA’s Office
Cassidy Higgins – Fresh Lifelines for Youth	Judge Susan Jakubowski – Juvenile Court

**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 5:16 pm.
- c. Introductions
- d. Agenda Review: Agenda amended to remove item IV as BHRS was not in attendance. **Approved** as amended.
- e. Approval of Minutes of July 30, 2019: **Approved.**

**II. Oral Communications**

*None*

**III. 2019 Inspections**

- a. Status, Remarks, Questions, Concerns – Commissioner Telleria said Camp Kemp’s inspection is complete; all other location inspections are finishing up and should be complete within the next month or two.

Commissioner Wilson raised concerns about the uneven distribution of responsibilities amongst inspection team members and that expectations should be set and taken into consideration for next year’s inspections.

There will be a re-write to the inspection form for 2020 as this year's form was focused on Title 15. The commissioners will begin discussing the new form by October 2019.

- b. YSC Facilities Report – Commissioner Telleria said the Youth Services Center was inspected on June 11<sup>th</sup>; it is a well-run facility but has aging furniture. The YSC has drafts for their Policies and Procedures as they prepare to work with Lexipol to upload digital versions. Transitional reports should be in place by the fourth quarter.

The inspection found that the youth feel like the Medical Department is not providing services as quickly as they'd expect. There does not appear to be a reduction in care, although the equipment available in the facility can lead to some inefficiency. For example, there is no x-ray machine in the medical unit and youth must be transferred to the medical center for services. In order to receive eye glasses, youth must go through the County Medical Optometry and the process can take months at a time. Co-Vice Chair Thadaney suggested medical devices like a bedside ultrasound and bringing an optometrist on site might help. Chair Bocanegra asked about the transition of medical services once a youth is released; DCPO Jody Di Mauro stated the medical information is not provided to Probation staff as it is confidential, but the medical department is transitioning to electronic medical records which should ease the process of including medical records in transitional plans.

Chair Gustafson asked DCPO Di Mauro to provide a structure of the Phoenix Program by the November meeting to add an addendum to the inspection. Chair Gustafson brought up the staff turnover rate and asked whether Probation would like assistance on hiring; DCPO Di Mauro stated Probation is following state mandated requirements with adequate staffing.

#### **IV. Court Remarks and Discussion**

Judge Jakubowski reported on the Phoenix meeting held on August 23, 2019. The DA's office and Private Defender's program provided input for the Phoenix Program. During the meeting there was discussion on parent involvement as well as transition planning for Phoenix. Judge Etezadi and Jakubowski will be meeting with medical in the week and will present concerns from the inspection report. Chair Gustafson asked Judge Jakubowski if she can also bring up the concern with medical continuity of care for youth who are released.

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

Private Defender Ron Rayes was introduced by Chair Gustafson and he provided information on his background. Mr. Rayes stated he attended the Phoenix meeting as well as the Summer Olympics Ceremony and was happy to see the youth in good spirits.

#### **VI. County Office of Education Remarks and Discussion**

*No Report*

## **VII. Youth Commission Update**

Youth Commissioner Nori informed that the Youth Commission had its first planning retreat meeting and he is encouraging them to become more involved with JJDP. A liaison is needed from the JJDP to the Youth Commission, the meeting is usually second and fourth Thursday of the month from 5:15 pm to 7:15 pm. Chair Gustafson stated there is an opening for a JJDP youth commissioner.

## **VIII. Probation**

- a. Update on Phoenix Program – Di Mauro informed the group that all post adjudicated youth with 60 or more days will be considered for the Phoenix Program. Staff will attend a Multi-Disciplinary Team Meeting and will present an application for prospective youth to join the Phoenix Program. If youth are interested in joining, they will be presented at a separate Phoenix MDT. Once a youth is approved in the MDT Meeting, they will be added to the court calendar and presented to the Judge to accept and give a Phoenix order. Phoenix youth will not be in a separate housing unit in order to accommodate males and females and will serve up to 20 youth. Phoenix youth will be taken to a separate unit after school to receive programs as well as a family style dinner in central dining. Judges will grant youth community passes with staff and with their families. The goal is to have successful youth released early on Electronic Monitoring or have them Time and Terminate. Parent/Guardians and youth will be included in the transition planning. Probation will be working with BHRS and Service Connect to start case management with 18 and over youth. Youth who are not approved into the Phoenix Program will be informed of the reason and will be given a new date to apply. The launch date for Phoenix is targeted for the end of Fall.
- b. Current population of facilities, number of out-of-custody youth supervised by Probation, and number and location (out of county/state) of youth placed out of home - Di Mauro reported that the JH population as of 6 a.m. August 27 was 39 (32 males and 7 females) and Camp Kemp's population as of August 27 was 5 girls. In addition, there was 6 females in the Girls Empowerment Program. It was also reported there are 6 placement youth at Courage to Change, Valley Teen, Remi Vista, D and Associates, and Gateway. 2 cases were reported to have dual jurisdiction with Child Family Services and 9 AB12 youth.
- c. Update on data available for reporting – Probation will be providing quarterly drawn out data which will include age and demographics.
- d. Update on institutions/probation staffing – Di Mauro said she is currently Working Out of Class Deputy Chief for Juvenile and is also the Director of Institutions. Di Mauro will be the DCPO through November and Vielka McCarthy will then start her Work Out of Class DCPO role.
- e. Probation Liaison report – Commissioner Wilson reported Phoenix is expected to be up and running the end of October/beginning of November.

**IX. Discussion: FLY Conflict of Interest Policy Prohibiting JJDPC Members from Volunteering In Institutions**

FLY representatives Cassidy Higgins and Kate Hiester explained that FLY has updated their policy with regards to JJDPC Members participating in Juvenile Hall. FLY stated they would not allow JJDPC Members to volunteer through FLY in Juvenile Hall as there is a conflict of interest. FLY is open to having JJDPC members volunteer in other parts of the community. The JJDPC Members expressed deep concern about precedent and the origin or such a directive. The JJDPC would like to present their opposing view to this change to the FLY Board of Directors;

M:/Thadaney, S:/Swope: write a letter to FLY Board expressing concern, asking for meeting. **Approved** unanimously.

**X. Reports Out**

*No Report*

**XI. Commissioner Comments/Announcements**

Chair Gustafson announced there is BSCC Conference Call on August 29  
Commissioner Swope said the Parent Guide has been distributed and feedback has been received.

Meeting adjourned 7:13 p.m.

# Juvenile Justice and Delinquency Prevention Commission San Mateo County, California

## Juvenile Hall and Camp Inspection Report

Type or print clearly.

Date of this Inspection: 7/10/2019 Date of Last Inspection: 5/17/18

Facility Name: Camp Kemp Contact Person: Jesus Romero

Address: 400 Paul Scannell Drive Phone Number: 650-312-8970

Facility Capacity: 30 Current Population: 8

Number of Escape Attempts: 0 Average Population: 7-8

Number of Escapes: 0 Other Population?  Yes  No

Number of Serious Injuries: 0 Other Population: Girls Empowerment Program

Number of Deaths: 0 Average Non-resident Population: 5

Presiding Juvenile Court Judge: Judge Susan Etezadi

Commission Inspection Team: Toni Barrack, Rebecca Flores, Doug Winter

### Executive Summary: Overall Impressions, areas of concern and areas of excellence

The commission concludes that Camp Kemp is a very positive environment for youth. Staff are well trained and are therefore able to provide ongoing support to the youth. Staff are aware of individual needs and accommodate individual needs when appropriate. Some examples include weekly multidisciplinary meetings to discuss how to meet the needs of individuals ready to transition out of the facility, attention to gender preferences, and transportation to medical appointments. The youth we spoke with were appreciative of the support they received and felt they were benefitting from the programming available to them.

The commission was pleased to discover that Title 15 policy changes have been incorporated into the training manual, discussed with, and signed off by, staff, and now fully implemented. Actual publication of the Policy and Procedure Manual is expected next year.

### Documents Reviewed

Fire Inspection Report:  Yes (a)  No Date: 6/21/19

Medical Department Report:  Yes  No Date: 6/15/18

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Facility Safety/Security Report:       Yes (b)                       No                      Date: 4/2/18

Policies & Procedures Manual:             Yes (d)                       No                      Date: 2018

Youth Orientation Materials:             Yes                               No                      Date: undated

Grievance Logs:                               Yes (c)                       No                      Date: current

Serious Incident Reports:                 Yes                               No                      Date: current

Comments Regarding Documents:

- (a) Fire Department recently confirmed requested modifications were made.
- (b) SMC Human Resources Department inspected and requested a number of changes. The facility has corrected the flagged items with the exception of the parking situation.
- (c) Forms have a section for youth to indicate if they want to appeal the resolution to their grievances. Most of these forms were not signed off by youth. Staff stated youth had copies of the paperwork and were told of the resolution. Staff also stated they would make sure the forms were appropriately signed by youth in the future.
- (d) We were informed that the 2019 (Title 15 modified) policies and procedures had been completed and were currently being implemented. The actual manual provided however was the 2018 version. The 2019 manual is undergoing final approval before being signed off on and printed. Expected completion is in 2020.

**Persons Interviewed**

<input checked="" type="checkbox"/> Youth	<input checked="" type="checkbox"/> Facility Supervisor
<input type="checkbox"/> School Superintendent	<input checked="" type="checkbox"/> Admission Staff/Supervisor
<input type="checkbox"/> School Staff	<input checked="" type="checkbox"/> Youth Supervisor/Counselor/GS
<input checked="" type="checkbox"/> Medical Staff	<input type="checkbox"/> Food Services Staff
<input checked="" type="checkbox"/> Behavioral/Mental Health Staff	<input type="checkbox"/> Other: _____

**§ 1321. Staffing.**

Staff/Youth Ratio: Awake (at least 1:10): 1:6

Staff/Youth Ratio: Sleeping (at least 1:30): 1:4. At least two staff members are on graveyard when youth are sleeping.

Describe staff turnover, including frequency and reason: They do not have a staffing or turnover issue. Currently there is one opening due to a promotion. They have quite a few applicants for the position. After the inspection, we learned that the position had been filled.

How is staff backup handled during grave-yard shift? YSC is called for backup if needed.



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Describe general staff and youth interactions: Interactions are positive. There are frequent one on one conversations. Staff is trained in de-escalation techniques so that any issues are resolved quickly.

Educational and training requirements for staff: Staff is required to have 24 hours/year of continuing education/training. Many have well over that amount by request or supervisor suggestion. Training includes: first aid, CPR, defensive tactics, report writing, trauma informed practices and de-escalation techniques.

Are staff trained on de-escalation techniques?  Yes  No

Explain: Training sessions are given by Behavioral Health & Recovery Services (BHRS), Rape Trauma Services (RTS), Star Vista, and Probation.

Are staff trained on trauma-informed approaches?  Yes  No

Explain: Training is provided by mental health providers and probation staff.

Staffing summary: The facility is adequately staffed, relationships with youth are positive. Staff appear very supportive of the individual needs of the youth.

**§ 1324. Policy and Procedures Manual.**

Has the Policy and Procedures Manual been updated to reflect changes that went into effect on January 1, 2019? Changes should include addition of the following sections:

- Trauma informed approaches
- Culturally responsive approaches
- Gender responsive approaches
- Nondiscrimination based on immigration status
- Policy on storage of weapons and ammunition
- Policy prohibiting sexual assault/abuse/harassment, including steps for prevention, detection, and response, which forbids retaliation, plus a mechanism for reporting

Date Updated: In the spring 2019 policies were updated and implemented. Final approval is pending union approval and the Chief's sign-off. Once approved, the official Policy and Procedures Manual will be printed.

Expected Completion Date: Before the BSCC inspection in 2020.

Does staff have access to the written Policy and Procedures Manual?  Yes  No

Explain: Policies updated following Title 15 changes. All changes are now being practiced. Updates are on an internal site and the training manual reflects changes. The annual staff sign-off on changes has been completed.

What is the plan to implement Title 15 changes? All of the changes have been implemented.

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Have staff been trained on Title 15 changes?  Yes  No

If "Yes", describe; if "No" explain: The training manual has been completed and a "town hall" to discuss changes has taken place. Each manager has monthly meetings to review new policies. Current practices are based on Title 15 changes.

**§ 1327. Emergency Procedures.**

Have emergency policies & procedures been updated to include active shooter and terrorist attacks?

Yes  No

Date Updated: Included in updated Policy & Procedures Manual to be published 2020.

Describe changes to emergency procedures: Policies that had been in place for serious incidents did not need significant changes. There is a code broadcast for sheltering in place and back-up calls to sheriff's department are made.

**§ 1328. Safety Checks.**

**Title 15 Update:** Safety Checks require direct visual observation of youth at least a minimum of every 15 minutes, **at random or varied intervals** during hours when youth are asleep or when youth are in their rooms, confined in holding cells or confined to their bed in a dormitory.

Interviewed:  Supervisor  Staff

How, when and how frequently are safety checks conducted? Whenever the youth are awake staff is present. During sleeping hours, checks are made every 15 minutes. They are currently documenting the check procedure to conform with YSC.

**§ 1329. Suicide Prevention Plan.**

Since Last Inspection: Number of Suicides: 0 Number of Suicide Attempts: 0

Comments: \_\_\_\_\_

Is the JJDPC informed about suicide attempts?  Yes  No

If "No", explain: Probation Department explains any attempts at the JJDPC monthly meetings.

Has the suicide prevention plan been updated to address Title 15 changes? Updates should be developed in collaboration with healthcare and behavioral/mental health, and should address:

- Needs of youth experiencing past or current trauma
- Suicide prevention responses must be least invasive according to level of risk

Yes Date Updated: Spring 2019  No Expected Completion Date: \_\_\_\_\_

Describe changes to suicide prevention plan: They are compliant with Title 15; significant changes to existing plan were not required. Initial review of risk occurs at a Resource Review Board (RRB) meeting

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with Probation and Mental Health staff at YSC before entry into Camp Kemp. Once brought to the facility, an orientation meeting with youth, parents, mental health professionals and probation is conducted to discuss mental health issues.

Have staff been trained on changes to suicide prevention plan?  Yes  No  
If "No", explain: \_\_\_\_\_

Are youth screened for risk of suicide at intake and during detention?  Yes  No

Are intake staff trained to screen youth for risk of suicide?  Yes  No

Does intake staff talk to youth's family about suicidal ideations, behaviors or attempts?  Yes  No  
Explain: They collaborate with and refer cases to Mental Health to discuss with family.

Are youth at risk for suicide referred to behavioral/mental health for risk assessment?  Yes  No

Are protocols in place for the youth's safety pending the mental health assessment?  Yes  No  
Explain: There is direct supervision of youth.

Describe the intake process to assess suicide risk: See above. An assessment and full report are made at an RRB meeting with probation; follow up occurs at a facility orientation meeting.

Are staff trained on how to respond to youth who exhibit suicidal behaviors?  Yes  No  
Explain: BHRS is contacted.

Are there referral processes to behavioral/mental health for assessment/services?  Yes  No

Are youth at risk of suicide denied the opportunity to participate in programming, services or activities, unless deemed necessary for safety of youth or staff?  Yes  No  
Explain: If a youth is on suicide watch, they are brought to YSC.

What is the process for sharing information about youth at risk for suicide with staff, medical, and behavioral/mental health staff? There are meetings with the appropriate professional staff and BHRS is informed.

What are the procedures for monitoring youth identified at risk for suicide? First contact is with the youth's individual therapist. If unavailable, an on-call clinician is available 24/7. A family therapist may also be called.

What are the intervention protocols for youth identified as at risk for suicide? Youth must be cleared for risk of suicide by YSC. Any youth identified as a suicide risk will go to YSC.

What is the process for an administrative review of the circumstances and responses proceeding, during and after a critical incident? And what is the process for debriefing affected staff and youth? There is a debrief with staff, a meeting with the therapist, contact with peer support, and then full documentation of the incident.

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**§ 1350. Admittance Procedures.**

Do detention criteria consider the least restrictive environment?  Yes  No

Do admittance policies and procedures emphasize respectful and humane engagement with youth, recognizing that the intake process may be traumatic to youth?  Yes  No

Are intake procedures trauma-informed, culturally relevant, sensitive to language barriers and literacy of the youth  Yes  No

Explain the intake process: Orientation begins with review of the handbook, issuance of clothing underwear, and bedding. Age, size, and sophistication of the youth are considered for housing placement. Interpretative services are available, including four Spanish speaking staff.

Does the admittance process include?

- Two free phone calls within 1 hour of admittance  Yes  No  
Explain: Staff calls parent at admittance, youth later given option to make call.
- Offer of a shower. Explain: Shower available at regular daily scheduled time.  Yes  No
- Documented secure storage of personal belongings  Yes  No
- Offer of food upon arrival. Explain: Depends on circumstances/timing  Yes  No
- Screening for physical and behavioral health and safety issues, intellectual or developmental disabilities. Explain: Done initially at YSC.  Yes  No
- Contact with Regional Center for the Developmentally Disabled for youth suspected/identified as having a developmental disability. N/A  Yes  No

Are post-disposition youth advised of their estimated length of stay?  Yes  No

When and how? The length of the program is 180 days, but could be longer or shorter depending on an order from the court. At orientation, court orders and program expectations are reviewed with the youth and parents within the first week of placement.

Are camp and post-disposition youth informed of program guidelines?  Yes  No

When and how? Initially, a review of rules and an orientation book are provided to the youth. There is later a formal review of guidelines with youth and parents.

Are camp/post-disposition youth given written criteria for in/exclusion from programs?  Yes  No

When and how? Youth are not excluded from programs. They are encouraged to attend. Exclusion has only occurred once, due to predatory behavior.

**§ 1350.5. Screening for Risk of Sexual Abuse.**

Are youth assessed within 72 hours of admission for risk of sexual abuse?  Yes  No

Explain: Usually the assessment occurs at YSC before youth arrive at the facility.

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What criteria are used to assess youth for risk of sexual abuse? Reports from Probation at YSC. At the facility there may also be a therapist assessment. A youth could be paired with Rape and Trauma Services (RTS) or a sexual assault counselor may be called.

Does the evaluation process include conversations during intake, medical and behavioral screenings, classification assessments and all records pertaining to the youth?  Yes  No

Explain: There is a less formal process at the facility because the evaluation has already taken place at YSC.

**§ 1351. Release Procedures.**

Are there policies and procedures in place for post-disposition youth to coordinate provision of transitional and reentry services (i.e., medical and behavioral health, education, probation supervision, community-based programs and services)?  Yes  No

Explain: Every Tuesday there is a multidisciplinary meeting (staff, service providers, therapist, yoga teacher, parents) to discuss the needs of youth ready to transition out of the camp. Plans are made for school attendance, individual therapy, group therapy after release. Staff provides transportation as needed. Medicine is provided for one additional month.

**§ 1352. Classification. | §1352.5. Transgender and Intersex Youth.**

Are there written policies on classification of youth for the purpose of determining housing placement that consider gender and gender identity?  Yes  No

Explain: Gender preference is considered and accommodated barring any safety/security issues.

Are transgender/intersex youth referred to by their preferred name/gender pronoun?  Yes  No

Are youth provided clothing that corresponds to their gender identity?  Yes  No

Do classification/housing decisions consider the youth's gender identity and safety?  Yes  No

Describe policies for treatment of transgender/intersex youth: Gender preference is recognized for all youth. They have had two trans youth and now have two individuals who have masculine tendencies. Binders and boxers have been provided when requested. All have integrated easily into facility with no problems. LGBT training is provided; Pride Center has provided programming. Youth have been sharing their stories with other youth. One story will be published in an upcoming newsletter.

**§ 1353. Orientation.**

Do the orientation materials cover the new Title 15 requirements, including?

- Rules regarding contraband and searches  Yes  No
- Behavior expectations, incentives for compliance with rules, consequences for violations of rules  Yes  No
- Age appropriate information on sexual abuse/harassment and reporting process  Yes  No
- Identification of key staff and roles (d)  Yes  No

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- Opportunity for personal hygiene and daily showers, including availability of personal care items  Yes  No
- Facility rules on use of force, restraints, and room confinement (a)  Yes  No
- Immigration legal services (b)  Yes  No
- Right to be free from physical, verbal, sexual abuse, and harassment  Yes  No
- Availability of services and programs in languages other than English  Yes  No
- Process for requesting different housing, programming, education, work assignments  Yes  No
- Process for parents to request information about their youth's stay (i.e. FAQ, contact information for facility, medical, school, mental health)  Yes  No
- Process by which youth can request the Title 15 regulations (c)  Yes  No

Are youth oriented to the rules and procedures?  Yes  No

(a) Not utilized, except for significant safety reasons

(b) Partner with outside agency for contract attorney and referrals for resources

(c) Available, but not in orientation materials

(d) Probation officers, mental health, teachers, and supervisors explain their roles to youth during orientation

When and how? Orientation and handbook. Meeting with parents, staff, probation, and mental health.

Are rules and grievance procedures posted?  Yes  No

Explain where: Procedures are listed on Orientation Board, in Handbook, and in dorms. Forms are checked daily.

Youth interviewed regarding orientation?  Yes  No

Youth comments: \_\_\_\_\_

**§ 1354. Separation. | § 1354.5. Room Confinement.**

Are there written policies for addressing the separation of youth?  Yes  No

Is room confinement only used as a last resort?

(And never for punishment, coercion, retaliation or convenience of staff)

Explain: Room confinement not used; only alternative programming if necessary.  Yes  No

Is confinement discontinued when it compromises youth's mental/physical health? N/A  Yes  No

If room confinement exceeds 4-hour limit, are the following conditions met: N/A

- Document reasons for confinement, basis for extension, time/date confinement started/ended  Yes  No
- Develop plan for youth to reintegrate into general population  Yes  No

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- Get authorization from facility superintendent every 4 hours  Yes  No

Explain: There is no room confinement at Camp Kemp.

**§ 1355. Institutional Assessment and Plan.**

Are all youth assessed during admission process?  Yes  No

Describe assessment and how it is updated: Initial assessment occurs at YSC. Once at facility, youth are assessed during orientation with parents, mental health professionals, staff, and probation.

Are youth held for 30+ days provided a case plan within 40 days of admission?  Yes  No

Explain: Provided by probation officers.

Is a transition plan developed for post dispositional youth, which includes input from family, youth and supportive adults?  Yes  No

Explain probations role in the transition plan: Probation participates in planning with facility staff, service providers, therapists, and parents. They participate in therapy sessions and currently support two youth going to College of San Mateo.

**§ 1357. Use of Force.**

Do the policies and procedures for “use of force” include the following:

- Restriction of “use of force” to what is reasonable and necessary  Yes  No
- Outline proper use of both physical/non-physical options to staff  Yes  No
- Describe what force techniques are prohibited  Yes  No
- Requires standardized report, which includes procedures for documenting and reporting the use of force  Yes  No
- Administrative review process for investigating unreasonable use of force  Yes  No
- Notification of parents/legal guardians after use of force on youth  Yes  No
- Debrief process for staff and youth after incident to mitigate trauma  Yes  No
- Limitation of use of force on pregnant youth  Yes  No

Does the facility permit the use of chemical agents?  Yes  No

Describe use of force policies: Per Policy and Procedure Manual, staff uses the least amount of force necessary in the situation.

How many incidents were there requiring use of force since the last inspection? 1

Explain: A G.E.P. youth arrived and was suspected of being under the influence (Xanax). While being monitored in admissions she was very incoherent. While waiting for the Sheriff’s department, she was deemed a safety risk when she began banging her head against things and throwing herself on the floor. The youth then ran out into the parking lot where she was then restrained by staff. She was booked into the juvenile hall on new charges and a probation violation.

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**§ 1358. Use of Physical Restraints. | § 1358.5 Use of Restraint Devices for Movement and Transportation within the Facility.**

Do the policies/procedures for use of physical restraints address the following:

- Documentation of circumstances leading to restraints  Yes  No
- Known medical conditions that would contraindicate use of restraints  Yes  No
- Acceptable restraint devices  Yes  No
- Signs or symptoms that medical/mental health needs to be consulted  Yes  No
- Availability of CPR equipment  Yes  No
- Restrained youth must be housed alone or in designated area protected from other youth  Yes  No
- Provision for hydration and sanitation needs  Yes  No
- Provision for exercising extremities  Yes  No

Describe restraint policies: Staff use hard cuffs when necessary.

How many incidents were there requiring use of physical restraints since the last inspection? 1

Explain: See above use of force incident.

Do the policies/procedures for use of restraint devices for movement and transportation within the facility address the following:

- Acceptable restraints, staff approved to utilize restraints and required training  Yes  No
- Documentation of circumstances for use of restraints  Yes  No
- Individual assessment of the need to apply restraints, which considers less restrictive alternatives, medical/mental health, trauma informed approaches  Yes  No
- Consideration of safety and security of facility  Yes  No
- Restraints are not used for punishment, retaliation, in lieu of treatment  Yes  No
- Use of restraints on pregnant youth  Yes  No

Describe policies for movement/transportation: Cuffing is used only in extreme circumstances.

A pregnant youth would be front cuffed.

**§ 1359. Safety Room Procedures.**

Is safety room used only when the following conditions are met: N/A  Yes  No

- Other less restrictive options have been attempted and exhausted
- Not used for punishment, coercion, convenience, or retaliation
- Use must not compromise youth's mental/physical health

If safety room confinement exceeds 4-hour limit, do staff utilize one of the following: N/A  Yes  No

- Return youth to general population
- Consult with mental health or medical staff



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- Develop plan for every youth to reintegrate into general population (required to extend confinement longer than 4 hours)

Describe safety room procedures: There is no safety room at Camp Kemp. They are in the process of looking into creating a quiet room. A room with some soft mats, stress balls, calming resources, etc.

How many incidents were there requiring use of safety room since the last inspection? N/A

Explain: There is no safety room at Camp Kemp.

Is confinement discontinued when it compromises youth's mental/physical health? N/A  Yes  No

How is this determined? N/A

**§ 1360. Searches.**

When are searches of youth conducted? After visits or home passes. Or, if there is suspected contraband.

Describe search procedures: Youth are searched under outer clothing but leave underwear on. Pat and wand searches are done for school.

Are body cavity searches only conducted by medical personnel?  Yes  No

Are strip searches always conducted after detention hearings? Visual strip searches  Yes  No

If a strip search is conducted after a detention hearing, is it conducted with pre-approval and only upon documented, reasonable suspicion of concealed contraband?  Yes  No

Are cross-gender pat-down/strip searches prohibited, except in exigent circumstances or when conducted by a medical professional?  Yes  No

**§ 1361. Grievance Procedure.**

Number of grievances since last inspection: 13

Do policies allow unlimited time limits to file grievances?  Yes  No

Are health and safety grievances addressed immediately?  Yes  No

Are initial responses to grievances delivered within 3 days?  Yes  No

Are final resolutions of grievances achieved within 10 days, or youth notified of circumstances that will delay resolution?  Yes  No

Are there multiple internal/external methods to report sexual abuse/harassment?  Yes  No

Are there any patterns or themes in the grievances?  Yes  No

Explain: There were a few isolated complaints of food (sour milk, raw egg rolls). There were multiple grievances regarding weekly nurse visits. One youth stated they had not seen the nurse in over a week

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and another stated the nurse had not been there for three weeks. We were assured that nurses were on site once a week and that if a health concern could not wait a week, the staff would address the issue. While interviewing a group supervisor, the staff mentioned they felt youth grievances were usually resolved and that if a matter escalated the staff could expedite the resolution.

Describe the grievance process: Forms and procedures are readily available. Consistent with policies and procedures, reviews and responses occur within 3 days or less if safety or health are involved. Youth are given the opportunity to appeal any decision.

**PROGRAMS AND ACTIVITIES**

**§ 1371. Programs, Recreation, and Exercise.**

Do policies prohibit suspension of youth’s participation in programs, recreation and exercise unless a safety/security threat is documented?  Yes  No

Are programs/recreation/exercise reviewed annually for current and relevant content?  Yes  No

Are youth provided at least one hour of daily unscheduled recreational activities (leisure reading, letter writing, entertainment)?  Yes  No

Describe The staff recognizes the importance of free time for youth to decompress after a busy schedule.

Are youth provided at least one hour of daily large muscle exercise?  Yes  No

Describe There is a gym and exercise room available. One staff member takes a group out for a daily one mile run at 6 am.

Are youth provided at least one hour of daily programming that is trauma focused, cognitive, evidence-based/best practice interventions or pro-social activities designed to reduce recidivism?  Yes  No

Check the programs that are currently offered at the facility:

Cognitive Behavior Interventions	<input checked="" type="checkbox"/>	Self-Improvement	<input checked="" type="checkbox"/>
Management of Stress and Trauma	<input checked="" type="checkbox"/>	Parenting Skills and Support	<input checked="" type="checkbox"/>
Anger Management	<input checked="" type="checkbox"/>	Tolerance and Diversity	<input type="checkbox"/>
Conflict Resolution	<input type="checkbox"/>	Healing Informed Approaches	<input type="checkbox"/>
Juvenile Justice System	<input type="checkbox"/>	Interventions by Credible Messengers	<input type="checkbox"/>
Trauma-Related Interventions	<input checked="" type="checkbox"/>	Gender Specific Programming	<input checked="" type="checkbox"/>
Victim Awareness	<input type="checkbox"/>	Art, Creative Writing, or Self-Expression	<input checked="" type="checkbox"/>

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CPR and First Aid Training  Career and Leadership Opportunities   
Restorative Justice or Civic Engagement  Other Suitable Topics

List organizations providing programming and a synopsis of the program: Star Vista, Rape Trauma Service (RTS), and Behavioral Health Recovery Services (BHRS) are the primary providers of programming, including a "Mind, Body, Spirit" class (one day/week to promote self-awareness and confidence), an Alcohol and Drug Abuse class (a harm reduction group that meets 2 days/week), and Art Therapy (one day/week to explore mental health related topics.) The above checked topics are included in these programs.

Under what circumstances can programming be suspended? The only time programming was suspended was during a major flu outbreak two years ago.

How many days since last inspection has programming as a whole been suspended? 0

**§ 1372. Religious Program.**

Describe religious programming offered: Bible study offered one day/week.

Are youth allowed to participate in activity outside their room, if not participating in religious programs?  Yes  No

**§ 1374. Visiting.**

Visiting Schedule: Weekdays: Wed 6-7 and 7-8pm Weekends: Sun 1-2 +2-3pm  
Special Events: Periodic family events

Do all youth have access to visitation?  Yes  No

Are visitation logs kept?  Yes  No

Are youth permitted to receive visits from their children?  Yes  No

Are youth permitted to receive visits from family members, such as grandparents and siblings and other supportive adults with approval of facility administrator?  Yes  No

Are visitors with a criminal history allowed to visit youth after staff have determined that they do not pose a safety risk?  Yes  No

Explain: Only with administrative approval. One youth's father was a designated sex offender who was not allowed. Staff drove the girl to a restaurant to visit her father while they dined at the next table.

Are there provisions for special visits, in addition to 2-hour weekly minimum?  Yes  No

Explain: Regular visits are allowed twice a week, usually for one hour. Family night is held every other month.

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Describe the visitation area (privacy, adequate space, supervision, cleanliness, etc.): Space is adequate; privacy has not been an issue. Small rooms are available for individual therapy sessions.

Under what circumstances would visitation be restricted? Not restricted unless a safety issue. See above.

**DISCIPLINE**

**§ 1390. Discipline. | § 1391. Discipline Process.**

Do discipline policies include trauma-informed approaches and positive behavior interventions?  Yes  No

Does discipline process accommodate youth with disabilities, limited literacy, and English language learners?  Yes  No

Youth are not deprived of rehabilitative programming as part of discipline.  Yes  No

Describe the discipline process: Each youth is assigned an individual counselor who helps them through any disciplinary issues. Discipline is handled case by case. If on a pass, youth are required to be in contact with Camp Kemp every two hours. If they call, they have a five-minute grace period; every five minutes after that they have pass hours deducted. Camp avoids sending youth to YSC and takes care of disciplinary issues in house. Youth would only be sent to YSC if they are a danger to themselves or others.

**HEALTH SERVICES**

What medical screenings do youth receive? Describe the medical/dental services available: All girls are screened upon intake. The nurse comes on campus once a week to address any medical concerns/requests. Dental visits are once a month.

How do youth request care? How quickly do youth receive care or services (i.e. glasses)? They fill out a medical request form and issues are addressed once a week. Urgent matters are addressed right away and youth are taken to the YSC medical facility.

When and how do youth receive prescribed medication? What about after hours? Staff are trained by the medical department to administer medication. Lead staff will administer medication in the morning and in the evening. One girl needs dialysis three times a week and staff transport her to her appointments.

**§ 1406. Health Care Records.**

Do youth health records include treatment plans where applicable?  Yes  No

**§ 1412. First Aid/AED and Emergency Response.**

Are automated external defibrillators (AED) available in the facility?  Yes  No

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**§ 1417. Pregnant/Post-Partum Youth**

Do pregnant youth receive information on options to continue or terminate pregnancy and adoption?  Yes  No

Do pregnant youth receive comprehensive prenatal care?  Yes  No

Do youth receive post-partum care and access to a breast pump?  Yes  No

Are pregnant youth's medical records and plan forwarded to community obstetrician?  Yes  No

Explain: Yes, when going to an appointment, the girls bring a consultation form as a means of communication. The nurse on site may also call the provider.

**§ 1430. Medical Clearance/Intake Health and Screening.**

Do the medical screenings identify the need for accommodations?  
(e.g. physical or developmental disabilities, gender identity or medical holds)  Yes  No

Explain: Screenings include medical, mental health, physical needs and preferences.

**§ 1431. Intoxicated Youth and Youth with a Substance Use Disorder.**

Do policies and procedures address the following?

- How, when and by whom youth will be monitored when intoxicated  Yes  No
- Frequency of monitoring and the documentation required  Yes  No
- Youth will be immediately medically evaluated when they are experiencing progressive or severe intoxication or withdrawal  Yes  No
- Intoxication beyond 4 hours after admission requires a medical evaluation N/A  Yes  No

Explain: The camp does not take intoxicated youth. They are sent to an emergency room to be cleared. If a youth said they used Xanax for the past 6 months with the last use within 24 hours, they will implement a c wall (scoring tool to monitor withdrawal symptoms) and monitor every shift, determining if the youth need to be sent to a medical facility to get a different type of treatment.

**§ 1432. Health Assessment.**

Does the health assessment include history of past or current trauma?  Yes  No

Are the health history and immunization review done within 96 hours of admission?  Yes  No

Are physical exams updated annually for all youth?  Yes  No

Explain: Reviews done within 12 months.

Describe physical health screenings (confidential, trained staff, access, etc.): Physical health screenings are confidential and conducted by trained health professionals such as registered nurses and nurse practitioners.

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**§ 1433. Requests for Health Care Services.**

Can youth confidentially request medical, dental or behavioral/mental health services?  Yes  No

Explain: Requests can be made through medical forms or through staff or counselors.

**§ 1437. Mental Health Services. | § 1437.5. Transfer to a Treatment Facility.**

Is the mental health intake screening performed by either behavioral/mental/medical health personnel or trained youth supervision staff?  Yes  No

Does the intake screening include history of recent exposure to trauma which may require immediate attention, current traumatic stress and pregnancy needs?  Yes  No

Is assessment by behavioral/mental health provider done when indicated by screening process?  Yes  No

Are therapeutic services and preventive services provided?  Yes  No

Are there policies and procedures for the transfer of youth to a treatment facility?  Yes  No

Explain: There are two types of assessments. San Mateo County residents receive a detailed full bio/psycho/social assessment from the Assessment Center. Probation writes a report for the court to recommend services that would be beneficial to the youth. All youth are assessed at intake for mental health needs, trauma, or other symptoms. If required, a therapist will do a more in-depth assessment. Youth on psychiatric meds, foster youth and those in crisis counseling will receive a therapist. Youth on medication can be transferred to a regional clinic or a non-profit like Star Vista.

Describe mental health screenings (setting, confidential, trained staff, access, etc.): The setting is typically on unit, in a confidential space. All staff are licensed clinicians, 1 is an intern/doctoral student.

How is crisis intervention handled? Crisis management is available 24 hours/day. Monday through Friday, 8-5pm, there is an on duty mental health professional for the camp staff to call upon. After hours (5-8am), weekends, and holidays there is on-call mental health help. Mental health may get 1-2 calls/week. Any youth going through a mental health crisis gets unlimited phone calls to the on-call mental health clinician. If a youth feels like harming themselves, the clinician will come on site to further assess and counsel the youth.

**§ 1438. Pharmaceutical Management.**

Does transition planning (post-release) include a plan for uninterrupted continuation of medication?  Yes  No

Explain: A BHRS clinician and psychiatrist work together to help with the transfer of medication to a regional clinic. Youth are given a one-month supply of medication for the transition

**§ 1439. Psychotropic Medications.**

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Can youth refuse psychotropic medication without disciplinary consequences?  Yes  No

Explain: Medications are not given by force.

**FOOD**

**§ 1460. Frequency of Serving.**

Mealtimes: Breakfast: 8:30am Lunch: 12:30pm Dinner: 4:30pm  
(no more than 14 hours between meals without a snack)

Length of time allowed to eat (should be at least 20 minutes)? 30 minutes

Are snacks provided to all youth between 2 to 4 hours after the dinner meal is served?  Yes  No

Comments: 7/7:30pm fruit, granola bars, PB&J, cookies, etc. are available. Snacks are also provided during school break.

**§ 1461. Minimum Diet.**

Are servings ample, nutritious, appetizing?  Yes  No

Comments: The day we were there, lunch consisted of tacos with condiments, beans, and applesauce.

Is juice served with every meal?  Yes  No

If not, how often is it served? Once or twice/day.

Does it count towards the required servings of fruits and vegetables?  Yes  No

Is there a process for how special dietary requests (i.e. vegetarian, vegan, religious, diabetic) are requested and granted/denied?  Yes  No

Explain: Information received by the medical department at intake is passed along to the dietary department.

**CLOTHING AND PERSONAL HYGIENE**

**§ 1480. Standard Facility Clothing Issue.**

Does standard issue clothing include new non-disposable underwear which remains with the youth throughout their stay?  Yes  No

Are youth's tee shirts, bras, underwear exchanged daily?  Yes  No

Explain: Girls are given seven pairs of underwear/socks and are required to put their initials on them for laundry purposes. More bulky items are sent to YSC. Undergarments are washed daily and clothes are changed every two days.

Is suitable clothing for pregnant youth provided?  Yes  No

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Explain: There are no pregnant youth at the facility now. The last pregnant youth was given maternity bras and a belly band to make her more comfortable.

**§ 1483. Clothing, Bedding and Linen Supply.**

Are alternate mattress types available for pregnant youth or youth with other medical-related needs.  Yes  No

Explain: There are no alternative mattresses, but a youth can get more than one mattress and have pregnancy pillows.

**§ 1485. Issue of Personal Care Items.**

Are females provided with sanitary napkins, panty liners and tampons when requested?  Yes  No

Explain: They are accessible at all times.

Are youth held 24+ hours provided with deodorant, lotion, shampoo and conditioner?  Yes  No

Explain: Items are given at intake.

**§ 1487. Shaving.**

Are all youth allowed to have access to a razor daily to shave face and body hair?  Yes  No

Explain: They have access to razors during shower time.

**§ 1500. Standard Bedding and Linen Issue.**

Describe the bedding and linen provided and how exchanged: They get a top sheet, pillow cases, three blankets and can ask for more if needed. Linens are exchanged on Sundays.

Are additional blankets available upon request?  Yes  No

**General Facility Inspection – Exterior Spaces**

Describe the condition of the exterior spaces of the facility (lawns, fields, blacktop, paint, roof, etc.)

Exterior conditions are acceptable.

**General Facility Inspection – Interior Spaces**

Describe the condition of the interior spaces in the facility (sleeping rooms, common area, recreation area, court holding area, lighting, climate control, etc.)

Restroom 1043 has mold in one of the showers. There is new paint in the dorms and the kitchen. The kitchen will have new appliances within the next couple of months.



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**Personal Appearance of Youth**

Describe the appearance and general attitude of youth

The appearance and the general attitude of the youth is good. They feel safe and supported by staff members and enjoy the programming. One girl was very positive about the opportunity to earn high school credit and the support she received from the staff. Because she requires dialysis three times a week, she missed a lot of school and would not have been able to keep up on the outside without this support. Another youth mentioned she found family therapy difficult but was learning a lot about self-esteem from the experience alongside her mother. One youth spoke positively about working weekly with a RTS/sexual assault counselor. When recently released, she found it frustrating to have to call a crisis line and speak to a different person.

**Staff Interviews**

Group Supervisor 3

Staff felt the team at Camp Kemp got on well with each other. Staff felt there were straightforward and clear channels should they have any concerns with peers or youth. Staff work routine shifts, which allow for youth to have some regularity and familiarity with the group supervisors. Staff commented that it is the interplay of immediate staff and surrounding (school, programming, etc.) staff that works well. This allows for girls to have numerous outlets to reach out to if needed. Staff felt team worked well together and Camp Kemp was running smoothly and productively. Staff felt youth really enjoyed going on field trips. These field trips included movies, baseball games, going to parks. Staff indicated that while there will always be incidents in this type of environment, the girls got on well with each other and the program and facilities provided a nurturing and safe experience. The number of youth in the program is significantly down from historic numbers. There are some concerns given the recent Camp Glenwood closure.

Supervisory Staff

Staff was thinking about how to help the girls find jobs in order to prepare them for an independent return to the community. They are looking for partners to help and are willing to transport youth to jobs. They mentioned positive experiences with Pastor Calvin who connected youth to jobs at Safeway and Job Train who has provided a culinary program.

**Signature of Commissioner(s) preparing this report**

Toni Barrack: \_\_\_\_\_

Date: \_\_\_\_\_

Rebecca Flores: Rebecca Flores

Date: 7/10/19

Doug Winter: \_\_\_\_\_

Date: \_\_\_\_\_