



## COUNTY OF SAN MATEO

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

### Minutes of the Regular Juvenile Justice & Delinquency Prevention Commission Meeting Tuesday, January 27, 2015, 5:15 p.m. 455 County Center, Room 402, Redwood City

#### MINUTES

**Commissioners Present:** Susan Swope – Chair, Rebecca Ross – Vice Chair, Mieke Barrows, Marianna Klebanov, Margot Rawlins, Irv Rollins

**Commissioners Excused:** Al Serrato, Bonnie Miller, Rick Boitano (Emeritus)

**Unexcused:** Michael Stark

**Staff Present:**

Larry Silver, Deputy Chief (Institutions)

Christine Villanis, Deputy Chief (Juvenile Services)

**Additional Attendees:**

John Frye – SMCOE Court & Schools

Michelle Gustafson- Quixey, Inc.

Valerie Gibbs - Sequoia Union High School District

Kathryn Meola, Chief Deputy County Counsel

Lara Montoya – Notre Dame de Namur University

Loriann Villanis - COE

**I. Administrative Business:**

- Call to Order: The meeting was called to order at 5:15 p.m.
- Roll Call and Establish Quorum: A quorum was established.
- Agenda Review: The agenda was approved as distributed
- Approval of Minutes: **M:/Klebanov, S:/Barrows** to approve the minutes from the October 28, 2014 meeting as distributed. **Approved** unanimously.

**II. Oral Communications**

No oral communication.

**III. Re-adoption of Commission Operating Policies (Swope)**

We are required by our operating policy to review and approve our operating policies every year, somehow the changes that we made in 2013 were not recorded. This item will be deferred to the February meeting so that the changes can be researched.

**IV. Renewal of Emeritus Status of Commissioner – Rick Boitano**

**M:/ Ross, S:/ Rollins** to renew the emeritus status of Commissioner Rick Boitano for one year.

**Approved:** unanimously.

**V. Brown Act Refresh-**

Commissioners Swope and Ross considered that the Commission spends a lot of meeting time on operational issues instead of on topics of more substance. Commissioner Swope asked Kathryn Meola, Deputy County Counsel to provide guidelines of what actions we can legally accomplish by phone and e-mail and still comply with the Brown Act. Ms. Meola said that the purpose of the Brown Act is to ensure that the actions of public representatives are transparent, that the public can understand how decisions were made. The Brown Act applies to any meeting of a covered body. Whenever there is less than a quorum, it's not a meeting. The Commission can also direct staff to prepare revisions of documents and then present the documents at a Commission meeting. Subcommittees work much the same way. If less than a quorum they can meet, prepare a document and bring it to the Commission. Standing committees, however, that are formally constituted and exist over a number of years must publish their agendas in advance and be open to the public. An Ad Hoc committee, one appointed for a limited period of time, is not subject to the Brown Act. Ms. Meola cautioned that in using e-mail to provide information, it is best to send to each person individually. If you receive a group e-mail, reply only to the sender. DO NOT REPLY ALL. On Board remarks at the end of a meeting, you can only briefly discuss a matter that you would like to put on a future agenda, and no vote can be taken. The exception is an emergency (an item that comes up after the agenda has been posted that must be acted upon immediately). There are criminal violations for violating the Brown Act. Ms. Meola advised the Commission that the Board of Supervisors recently directed that a County Counsel be assigned to each of the County's Boards and Commissions to ensure that they have access to legal advice during their meetings. Ms. Meola has been assigned to the JJDPC.

**VI. Probation Remarks**

The corrective actions required have been completed and accepted by the Board of State and Community Corrections. The girls have been moved to Camp Kemp 24/7 as of January 12<sup>th</sup>. Beginning February 17<sup>th</sup>, YSC and Camps will have college prep class provided by the College of San Mateo, two days a week, two hours per session for four weeks. Commissioner Rollins asked if this is in addition to or in lieu of the students' current attendance in the County's school program. Mr. Silver did not have all the details yet. He said that students will get college credits for completing the college prep class. Rebecca Ross asked if there were any critical incidents to report, Mr. Silver said he cannot discuss any at this time.

**VII. Court Remarks**

There were no court remarks.

**VIII. Review of JJDPC 2014 Activities**

**a. Education Advocacy Committee (Rollins)**

Mats have been installed in the school hallways so the minors can attend school in the classrooms when it rains. Books have been donated to the Camp Kemp library and a volunteer, Chris Cannon, is working on improving resources in all three facilities' libraries. Glenwood has received a grant that will fund full broadband network access. The broadband will be turned on for the YSC sometime in the first two weeks of February. There will be a 15-station computer lab at the YSC. iPads have been distributed at Camp Kemp, which is tied in with the YSC circuit. Tanya Magana, a new teacher at Camp Kemp, will be supervising their use. The Education Study Group is inviting current and new members to join our study group. Send Irv Rollins an e-mail if you are interested. **M:/ Ross S:/Rollins** to disband the Education Advocacy Committee and instead create an Ad Hoc Educational Study Group for 2015 to be chaired by Commissioner Rollins. **Approved** unanimously.

**b. Inspections Committee (Rawlins)**

Commissioner Rawlins reported that the Commission's 2014 Inspection Reports have been submitted to the State and local agencies. She advised that we should start the inspection process sooner. We can discuss it in our proposed vision for 2015. There was one group home that we did not inspect. **M:/ Ross S:/ Klebanov** to disband the current inspections committee, and appoint Commissioner Rawlings as the inspections coordinator. **Approved** unanimously

**c. YSC Liaison Committee (Miller/Ross)**

Commissioner Ross proposed that we have a larger YSC Inspection team, with members focusing on specific areas and then following up to facilitate any needed changes. Inspections could be an ongoing process, e.g., physically inspecting the site during the summer, but interviewing the kids throughout the year. She suggested asking a Commissioner(s) from other Counties to visit and tell us how they do inspections in their County. We also need to review and update our forms and questionnaires. Commissioner Ross suggested that we should disband the Liaison Committee and instead request commissioners to volunteer to be responsible for specific areas. **M:/ Ross S:/ Barrows** to disband the YSC Liaison Committee, appoint Commissioners Miller and Ross as liaisons to the YSC staff and create an ad hoc 2015 committee on inspection follow up. **Approved** unanimously

**d. Legislative Committee (Klebanov)**

The Legislative Committee has been inactive in the last year. **M:/Ross S:/Barrows** to disband the Legislative Committee and instead appoint Commissioner Klebanov as the liaison to the Board of Supervisor's staff on legislation. **Approved** unanimously

**e. Regional JJDPC Meeting Committee (Swope)**

**M:/Ross S:/ Rollins** to disband the Regional JJDPC Meeting committee, appoint Commissioner Swope to liaise with other Bay Area Counties' JJDPCs, and to follow up on a possible Regional JJDPC meeting. **Approved** unanimously

**IX. Proposed Vision for 2015 discussion (All)**

Commissioners Swope and Ross proposed that the Commission's primary vision for 2015 would be to be more systematic and thorough in our inspections, specifically that we follow up to see that the recommendations are carried out by supporting the court and probation in to accomplish our mutual goals. From now through April we would look at our 2014 inspection report recommendations, research the obstacles to implementation, and develop a report to the Board of Supervisors outlining our recommendations. We would present our report to the Board in May.

Concurrently, we would implement our new, more extensive Inspection protocols. By August we would complete our 2015 inspections review and approve them in September and October. If possible, for the sake of continuity, we would like to keep the same inspections teams composition for at least two years. Instead of interviewing 10 kids all at once, we would plan on at least one commissioner having lunch at one of the facilities and talking to some of the youth, each month. We are not mandated to inspect the Group Homes, so they would not be a priority.

Commissioner Rawlins asked if it was possible to have the Judges attend more of our meetings. Commissioner Ross said that one of the problems is that the Judges get out of Court late and it is hard for them to make it to Redwood City. There has been talk about moving the meeting back to YSC. The problem is the front door security closes and the public cannot enter the building.

Commissioner Rollins said he thought it would be helpful if a commissioner would review the inspections and summarize our recommendations, so the group can review them and prioritize issues for the Ad Hoc groups to follow up in depth. Commissioner Rollins said he would be willing to do the education piece for all three facilities. In February we will try to get Susan Kole from Correctional Health to come and discuss the food situation to begin the process.

#### **X. Consideration of Commissioner Applications**

Commissioner Ross stated that she and Commissioner Klebanov interviewed two Commission applicants. Valerie Gibbs is a teacher at Redwood High School and was previously on the Mental Health Commission, until she was termed out. She has worked directly with our at-risk youth and their Probation Officers. They asked the Commission to recommend that the Court appoint her to the JJDPC. Michelle Gustafson is an attorney who has been a very active volunteer with FLY (Fresh Lifelines for Youth), working with probation and at risk youth in Santa Clara County. Her experience will be helpful in learning how another county does things. **M:/Ross S:/** Rawlins that the Commission recommend the Court appoint Valerie Gibbs to the JJDPC. **Approved** unanimously. **M:/ Ross S:/** Klebanov that the Commission recommend the Court appoint Michele Gustafson to the JJDPC. **Approved** unanimously.

Commissioner Swope noted that we appreciate having the Youth Commissioners liaisons from the Youth Commission. Commissioner Swope was unable to identify any statutes or bylaws that specify state whether a Youth Commission liaison is a voting member of the JJDPC. She has assumed that they are similar to Emeritus status in that they have a seat at the table and participate in discussions, but do not have a vote. Based on this, she always offers Youth Commissioners an option or being a liaison without a vote, attending during one nine-month school year or becoming a full Commissioner with a four-year term. If the latter, it is understood that if they graduate high school and go away to college during that four years, they will resign. She has asked County Counsel Meola to look into this.

#### **XI. Commissioner Comments/Announcements**

Keeping Kids In School and Out of Court has a number of initiatives in terms of Juvenile Delinquency Prevention, one of them being The Big Lift. All 7 schools participating in The Big Lift have submitted proposals for Federal funding grants. On January 15 & 16 Commissioner Swope attended a County Office of Education training sessions on Positive Behavior Interventions and Support (PBIS). Twelve County schools are implementing the program at Level 1 and six at Level 2. Lara Montoya has been appointed to the JJDPC by the Court. Once the Board of Supervisors confirms her appointment on their February 10<sup>th</sup> consent calendar, she can be sworn in at our February 24<sup>th</sup> meeting.

#### **XII. Adjournment**

The meeting was adjourned at 7:13 p.m.

**The Next JJDPC Meeting: Tuesday, February 24, 2015**  
**Location: 455 County Center, Room 402, Redwood City, CA**