

Hon. Susan Etezadi
Presiding Juvenile
Court Judge, Superior
Court

Sup. David Canepa
Board of Supervisors,
District 5

Judith Holiber
Deputy County Counsel

Commissioners

Monroe Labouisse
Chair

Wesley Liu
Co-Vice Chair,
Administration

Ameya Nori
Co-Vice Chair,
Administration

Karin Huber-Levy
Vice Chair, Membership

Paul Bocanegra

Allen Bustos

Sathvik Nori

Johanna Rasmussen

Susan Swope

Appollonia Uhila

Melissa Wilson



Juvenile Justice Commission
and
Delinquency Prevention Commission

March 28, 2023
5:15pm

Location and Public participation instructions attached

Joint Meeting: Juvenile Justice and Delinquency Prevention Commissions

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.

I. Preliminary Business

- a. Call to Order
- b. Translation Services for JJDPC meetings
- c. Roll Call and Establish Quorum
- d. Approval of Minutes from January and February 2023 Meetings
- e. Agenda Review and Approval
- f. Vote on Candidacy of Whitney Genevro to be Commissioner

II. Oral Communications

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. Updates from System Partners

- a. Private Defender (Rayes)
- b. District Attorney (Hahn)
- c. BHRS (Pena)
- d. Probation (Clark)

IV. Consideration of Motion

- a. To request Chief John Keene attend JJDPC meetings (Wilson)

V. Current Commission Projects - Updates

- a. Sexual Abuse Prevention Committee (Rasmussen)
- b. Food and Lodging in Detention (Labouisse)
- c. 2023 Inspections (Rasmussen)
- d. Understand Transitioning of Detained Youth (Wilson)

e. Educational Skills Attainment in Detention (Wilson)

VI. New Project Proposal

a. Firearms in Schools (A. Nori)

VI. Updates / Announcements

a. Resolution against Trying Youth as Adults (Rasmussen)

b. Social Justice Class, Mills High (Bocanegra, Rasmussen)

c. Presentation to League of Women Voters (Swope, Wilson)

VII. Adjournment of Joint Meeting

VIII. Convene Juvenile Justice Commission

Commissioners only and In-Person only

JJDPC Meeting, March 28, 2023 Public Participation Instructions

In 2023, the Juvenile Justice and Delinquency Commission's meetings have returned to being held in person, but will also continue to be accessible to the public by videoconference.

Also, starting in March, we expect to have translation services available on Zoom for Spanish speakers.

Join In Person

Location:

The College of San Mateo
1700 W. Hillsdale Boulevard, San Mateo, CA 94402
College Heights Conference Room
Building 10, 4th Floor, Room 468
[Campus map](#)

Free parking is available in front of and across the street from the entrance to Building 10.

If you wish to speak to the Commission during public comment, you may raise your hand using Zoom Reactions, or in person, during the meeting. If you have any materials that you wish distributed to the Commission and included in the official record, please send an email before the meeting to sanmateojjdc@gmail.com and attach the materials.

Join Zoom Meeting

<https://us02web.zoom.us/j/86920905640?pwd=UjVFRmJsMWg3RnYxZjB3QjJHOEtOdz09>

In order to identify themselves, we prefer that participants use a device with video and activate the camera vs. calling in only on audio. However, you may call in via phone only. See instructions below.

One tap mobile +16699006833,,86920905640#,,,,*119887#

Dial-in +1 669 900 6833
Meeting ID: 869 2090 5640
Passcode: 119887

**Next Meeting: Tuesday, April 25, 2023, 5:15 p.m.
In Person Location: Same as above**

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 ADRIANA CASTANEDA AT (650) 312-8876 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.



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

January 31, 2023 | 5:15-7:15 pm

College of San Mateo College Heights Conf. Room and Zoom

MINUTES

Commissioners Present: Monroe Labouisse, Chair; Wesley Liu, Co-Vice Chair Administration; Ameya Nori, Co-Vice Chair Administration (joined 5:57 pm); Karin Huber-Levy, Vice Chair Membership; Paul Bocanegra; Allen Bustos; Johanna Rasmussen; Susan Swope; Melissa Wilson

Commissioners Absent: Sathvik Nori; Appollonia “Dee” Uhila

Partners and Stakeholders Present:

Judge Chinhayi Cadet-Juvenile Court; Aurora Pena-Behavioral Health and Recovery; Kate Hiester, FLY Services; Judge Susan Etezadi-Juvenile Court; Ligia Andrade Zuniga-SMUHSD Trustee; Ashley Dwarshuis – Art of Yoga Project, Liaison, SMC Commission on Disabilities; Jehan Clark-Probation; Ron Reyes (Private Defender); Melanie Stauffer-Probation; Judith Holiber-SMC Deputy County Counsel; Rod Hsiao, CEO of *InPlay*; Juda Tolmasoff-SMC Boards & Commissions; Jennifer Martinez-Faith in Action Bay Area, Program Services Manager; Chris Woo-Skyline College, Project Change; Shelly Johnson, SMC Office of Education

Community Members: Becca Kieler, Whitney Genevro, LaRay Hilt, Clara Jaeckel, Dana Johnson, Ali Picos, Evan Rodriguez, Kris Shouse, Ariana Zavala

I. Preliminary Business

The regular monthly meeting of the Juvenile Justice and Delinquency Prevention Commissions was called to order by Chair Labouisse at 5:17pm February 28, 2023, in the College Heights Room at the College of San Mateo. A quorum was established at 8:18 pm.

M://Swope, S://Huber-Levy to approve the agenda. Approved unanimously.

M://Swope, S:// Liu, to approve the minutes of the December 13, 2022 meeting. Approved unanimously as corrected.

Hon. Susan Etezadi administered the Oath of Office to new Commissioner Bustos and reappointed Commissioner Rasmussen.

II. Oral Communications (Public Comment):

Community member, Becca Kieler, asked Chair Labouisse if he would meet with DA Wagstaffe regarding their resolution to stop charging juveniles as adults, and what is the best way to implement the YSC report. She offered her support for both actions.



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Ligia Andrade Zuniga SMUHSD Trustee, stated that the Commission on Disabilities, school districts, and other community-based organizations are having their annual Transition to Independence Fair this coming Saturday (Feb. 4) at El Camino High School. This event provides resources, information, and workshops for disabled youth to transition to adulthood.

The Behavioral Health and Recovery Services, Youth Committee is hosting a community conversation on Wednesday Feb. 15, from 4-5 p.m. about mental health.

North Peninsula ACLU recruitment is ongoing.

III. Updates from System Partners:

a. Private Defender (Rayes)

From December to January 31, the Private Defender's office was assigned 79 602 cases. Of the 79, 13 were alleged s.707(b) offenses, and 10 were petitions to seal records. They had 83 calls on the Miranda Hotline.

b. Probation (Stauffer, Clark)

Diversion and Intake-December 1 to January 1

- 185 total cases
- 123 in supervision
- 308 cases in December
- 34 New Cases (period?)
- 10 Assessment
- 22 Mandatory referrals to the DA
- 2 Petty theft program
- Zero youth on contract (90-day and 6-month diversion contracts)

The top five offenses were:

1. Assault with a deadly weapon
2. First degree burglary
3. Lewd acts with a minor child



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4. Conspiracy

5. Battery

- Placement- Currently there are zero youth in placement, 2 youth receiving non-minor dependent extended foster care, and 5 youth with gang orders. Nineteen youth are on EMP, 22 youth in custody (20 males, 2 females), 3 girls at Camp (2 are from Sonoma County), no girls in Girls Empowerment Program.

Racial and gender breakdown-

- 64% Latino, 12% Black, 10% White, 7% Other race or ethnicity, 6% Native Hawaiian or Pacific Islander, 2% Asian
- 248 male youth, 59 female youth, 1 transgender youth

IV. 2023 Annual Meeting

a. Consideration and Adoption of Operating Policies

M://Rasmussen, S:// Bocanegra, to delete “as needed” from Page 4, Section G, Paragraph 3 of the Operating Policies. Passed unanimously.

M://Rasmussen, S://Wilson, to move “oversight of JJDP website” from the Marketing and Communications Coordinator position to the Vice Chair of Administration. Passed unanimously.

M://Swope, S://Huber-Levy, to adopt the Operating Policies as amended. Passed unanimously.

M://Wilson, S://Bocanegra, that the JJDP operate as two separate commissions: the Delinquency Prevention Commission and the Juvenile Justice Commission as described in the January 2023 agenda packet. Motion failed.

M://Labousse, S://Liu that the JJDP meet jointly in public, and in private, as needed, as the Juvenile Justice Commission. Passed unanimously.

b. Review of 2022 Annual Report

M://Wilson, S://A. Nori, to approve the 2022 Annual Report as distributed. Passed unanimously.

c. Consideration of Visions and Projects for 2023

After Commissioner discussion and public comment, Chair Labouisse asked that project ideas and proposals should be submitted for inclusion in the February agenda packet.

V. Previous Business/Updates: Deferred



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VI. New Business/Announcements

a. *InPlay* Endorsement

Rod Hsiao, CEO of *InPlay*, requested that the JJDCPC endorse his webapp, *InPlay*.

M://Rasmussen, S://Swope to endorse the *InPlay* application. Passed unanimously.

b. Visits to Juvenile Hall and Court

Commissioners Rasmussen and Bocanegra reported collecting over \$1000+ hygiene products, books, and magazines for youth in the Hall. The Optimist Club of San Carlos donated the majority of the items.

Meeting adjourned at 7:15 p.m.

Next Meeting: Tuesday, February 28, 2022



COUNTY OF SAN MATEO

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

February 28, 2023 | 5:15-7:15 pm
College of San Mateo College Heights Conf. Room and Zoom
MINUTES

Commissioners Present: Monroe Labouisse, Chair; Wesley Liu, Co-Vice Chair Administration; Ameya Nori, Co-Vice Chair Administration; Karin Huber-Levy, Vice Chair Membership; Paul Bocanegra; Johanna Rasmussen; Susan Swope; Melissa Wilson

Commissioners Absent: Sathvik Nori; Appollonia “Dee” Uhila; Allen Bustos

Partners and Stakeholders Present:

Judge Chinhayi Cadet-Juvenile Court; Aurora Pena-Behavioral Health and Recovery; Judge Susan Etezadi-Juvenile Court; Ligia Andrade Zuniga-SMUHSD Trustee; Ashley Dwarshuis – Art of Yoga Project, Liaison, SMC Commission on Disabilities; John Fong-Children and Family Services; Jehan Clark-Probation; Nadia Hahn-District Attorney’s Office; Ron Rayes (Private Defender); Melanie Stauffer-Probation; Jennifer Martinez-Faith in Action Bay Area, Program Services Manager; Chris Woo-Skyline College, Project Change; Shelly Johnson, SMC Office of Education; Luc Gnamien-FLY; Melissa Poling-FLY; Nancy Quiggle-Star Vista; Angel Garcia-OCYR; Zahara Agarwal-Youth Commission; Alex Parikh-Briggs-Youth Commission;

Community Members: Ruth Singh, Whitney Genevro, Padmaja Nuvuluru, Dana Johnson, Michelle Iracheta, David Pollack, Sophia Brink, Clara Jaeckel, Jacki Rigoni, Nancy Goodban, Becca Kieler, Kris Shouse, Ariana Zavala,

I. Preliminary Business

The regular monthly meeting of the Juvenile Justice and Delinquency Prevention Commissions was called to order by Chair Labouisse at 5:15pm February 28, 2023, in the College Heights Room at the College of San Mateo. A quorum was established at 5:17 pm.

M://Swope, S://Liu to approve the agenda. Approved unanimously.

M://Liu, S://Nori, to approve the minutes of the January 31, 2022 meeting. Tabled to March 28 meeting.

II. Oral Communications (Public Comment):

Community member, Nancy Goodban stated she was concerned with the kids who have been suffering in Juvenile Hall from decades of sexual abuse that was ignored/covered up by the county.

Regional specialist from Office of Youth and Community Restoration, Angel Garcia stated OCYR started with passage of SB 823, closing Department of Juvenile Justice and youth prisons closed by June 30th, also supports probation and promoting evidence-based practices.



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Community member, Becca Kieler asks what citizens can do to prevent sexual abuse in the future.

III. Updates from System Partners:

a. Private Defender (Rayes)

From January to February 28, the Private Defender's office was assigned 31,602 cases. Of the 31,500 were alleged s.707(b) offenses, and 4 were petitions to seal records. They had 45 calls on the Miranda Hotline. There was an increase in cases related to possession of firearms.

b. Probation (Stauffer, Clark)

Diversion and Intake- Currently 193 total cases, 125 of those in supervision, 318 in February, 36 mandatory DA referrals, 2 cases referred to petty theft program, 3 to victim impact awareness program, 2 letters of reprimand, 7 patient assessments with BHRS, 0 youth on contract.

The top five offenses were:

1. First Degree Robbery
2. Shoplifting
3. Assault with a Deadly Weapon
4. Battery
5. Criminal Threats

Placement- Currently there are zero youth in placement, 2 youth receiving non-minor dependent extended foster care, and 5 youth with gang orders. Twenty-five youth are on EMP, 30 youth in custody (27 males, 3 females), 3 girls at Camp (2 are from Sonoma County), no girls in Girls Empowerment Program.

IV. Consideration of New Commission Projects

a. Educational Skills Attainment in Detention

M://Wilson, S:// Huber-Levy, to form an ad-hoc committee of the commission to pursue understanding educational skills attainment in the hall. Passed unanimously.

b. Food and Lodging in Detention

M://Labouisse, S://Rasmussen, to form the [Food and Lodging in Detention] project committee to "dig" into [food and lodging] Passed unanimously.

c. Understand Transitioning of Detained Youth

M://Wilson, S://Liu, to endorse the [Understanding Transitioning of Detained Youth] project as an official JJDC project. Passed unanimously.



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d. Restorative Practices in Schools

M://Swope, S://A. Nori, to approve the project plan Restorative Practices in Schools as an official project. Passed unanimously.

e. Secure Spanish Translation for Meetings

M://Labouisse, S://Bocanegra to form project committee to arrange or provide Spanish translation for materials and meetings. Passed unanimously.

f. District Committees

Proposed by Commissioner Uhila at offsite, tabled to next meeting.

V. Previous Business/Updates:

a. Clarification on Wards and Dependents

Scope of Juvenile Justice Commission still under discussion with county counsel, who will talk to judges.

b. Mental Health Commission

On February 1st, Commissioners Bocanegra and Rasmussen were invited to the Behavioral Health commission to present on mental health related recommendations, both BHRS and commission on board to work with JJDPC.

c. Advocacy with SamTrans

Commissioners Huber-Levy, Wilson and Swope met with SamTrans Manager of Government and Community Affairs, Jessica Epstein, who said data collected showed route underperformed. Still waiting to hear back on next steps.

d. Peer Point

Peer Point launched mid-January, has MOU with Menlo Atherton High School. Community Circle now offered to all students.

e. Membership

Six expressions of interest, 15 more from Volunteer Match. Several prospective commissioners have attended 2 meetings, multiple referrals from FLY.

f. Poetry Out Loud Event

Commissioners Bocanegra and Rasmussen attended an event where youth from Hillcrest participated in a poetry competition, lots of praise from community.

VI. New Business/Announcements

a. Social Justice Class, Mills High



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On March 17th, Commissioners Bocanegra and Rasmussen will give a presentation to Mills High School Social Justice Class on JJDPC.

b. Presentation to League of Women Voters

On March 21st, Commissioners Swope and Wilson will present on JJDPC and legislation affecting youth at League of Women Voters next meeting.

Meeting adjourned at 7:15 p.m.

Next Meeting: Tuesday, March 28, 2023

Monthly Report for Juvenile Justice and Delinquency Prevention Commission
Report Period: 2/1/2023 To 2/1/2023

1. Placement County, Minors and Nonminors by Race/Ethnicity

In County	Minor		Non-minors		Sum	Percentage
	Count	Percentage	Count	Percentage		
Asian/Pacific Islander	8	11.1%	1	7.7%	9	10.6%
Black	8	11.1%	2	15.4%	10	11.8%
Latino	38	52.8%	8	61.5%	46	54.1%
Missing	1	1.4%			1	1.2%
Native American	1	1.4%			1	1.2%
White	16	22.2%	2	15.4%	18	21.2%
In County Total	72	100.0%	13	100.0%	85	100.0%
In County Rate		74.2%		40.6%		65.9%

Out-of-county	Minor		Non-minors		Sum	Percentage
	Count	Percentage	Count	Percentage		
Asian/Pacific Islander	3	12.0%	1	5.3%	4	9.1%
Black	4	16.0%	3	15.8%	7	15.9%
Latino	15	60.0%	11	57.9%	26	59.1%
Missing						
Native American						
White	3	12.0%	4	21.1%	7	15.9%
Out of County Total	25	100%	19	100.0%	44	100.0%
Out of County Rate		25.8%		59.4%		34.1%

2. Bay Area Counties, Minors and Nonminors

County Type	Minor		Non-minors		Sum	Percentage
	Count	Percentage	Count	Percentage		
Bay Area Counties*	85	87.6%	26	81.3%	111	86.0%
Other Counties	12	12.4%	6	18.8%	18	14.0%
Out of County Total	97	100.0%	32	100.0%	129	100.0%

* Bay Area Counties include Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma

3. Relative/Non-Relative Extended Family Member (NREFM) Placements*

In County	Relative NREFM		Non-relative		Sum	Percentage
	Count	Percentage	Count	Percentage		
Asian/Pacific Islander	2	7.7%	5	13.9%	7	11.3%
Black			4	11.1%	4	6.5%
Latino	17	65.4%	17	47.2%	34	54.8%
Missing			1	2.8%	1	1.6%
Native American	1	3.8%			1	1.6%
White	6	23.1%	9	25.0%	15	24.2%
In County Total	26	100.0%	36	100.0%	62	100.0%
In County Rate		83.9%		58.1%		64.1%

Out-of-county	Relative NREFM		Non-relative		Sum	Percentage
	Count	Percentage	Count	Percentage		
Asian/Pacific Islander	1	20.0%	3	11.5%	4	12.9%
Black			5	19.2%	5	16.1%
Latino	4	80.0%	16	61.5%	20	64.5%
Missing						
Native American						
White			2	7.7%	2	6.5%
Out of County Total	5	100.0%	26	100.0%	31	100.0%
Out of County Rate		16.1%		41.9%		33.3%

* Excludes Youth in Supervised Independent Living Program (Caregiver type is Self) and Placement Home Types of Guardian Home.

4. Youth in Short-Term Residential Therapeutic Program (STRTP) by Race and Ethnicity

Ethnicity/Race	Count of Clients In Foster Care	Percentage
Asian/Pacific Islander	1	14.3%
Latino	5	71.4%
White	1	14.3%
Grand Total	7	100.0%

5. Youth in 241.1 Status by Race and Ethnicity

Ethnicity/Race	Count (241.1)	Percentage
Asian/Pacific Islander	1	10.0%
Black	3	30.0%
Latino	5	50.0%
White	1	10.0%
Grand Total	10	100.0%



COUNTY OF SAN MATEO

Juvenile Justice and Delinquency Prevention Commission

222 Paul Scannell Drive • San Mateo, CA 94402 • (650) 312-5254

APPLICATION FOR COMMISSION

Special Requirements: **APPLICATIONS WILL NOT BE CONSIDERED UNLESS APPLICANT:**

- 1. HAS ATTENDED TWO (2) MEETINGS OF THE COMMISSION**
- 2. IS A RESIDENT OF SAN MATEO COUNTY**

Information provided on this application is public information and may be made available to other applicants, members of the press, or to the general public.

WOULD YOU BE ABLE TO ATTEND COMMISSION MEETINGS, WHICH ARE SCHEDULED THE **LAST TUESDAY** OF THE MONTH FROM 5:15 P.M. TO 7:15 P.M.? YES NO

NAME: Whitney Genevro EMAIL: [REDACTED] PHONE: [REDACTED]

STREET ADDRESS: [REDACTED]

ZIP CODE: 94025 CITY: Menlo Park NEIGHBORHOOD: Belle Haven

LENGTH OF RESIDENCE IN SAN MATEO COUNTY: 35 years

WHICH MEETINGS HAVE YOU ATTENDED? January 31st and February 28th, 2023

HOW DID YOU BECOME AWARE OF THE OPENING? Volunteer Match

WHY ARE YOU SEEKING THIS APPOINTMENT? I have an extensive background working with youth in my community. It has been a priority to me to personally learn about the juvenile justice system and would like to bring more attention to the needs of this system in place. I want to be apart of positive changes for our own youth and help make necessary changes to the way our juvenile justice system operates to give our youth a better future.

EDUCATIONAL BACKGROUND: I have a BA from CSU East Bay, and a JD from Golden Gate University -

School of Law

PROFESSIONAL EXPERIENCE: Most of my professional experience has been in the nonprofit field. I worked for Second Harvest of Silicon Valley for 10 years, primarily as a program manager and a grant writer. I understand how to implement and develop programs and fundraising. I currently work at Wilson Sonsini Goodrich and Rosati as a conflicts attorney.

EMPLOYER AND EMPLOYER'S ADDRESS: Wilson Sonsini Goodrich and Rosati, [REDACTED]
[REDACTED]

CIVIC ACTIVITIES (Please include present or past membership on boards, committees, and participation in the activities of community groups and organizations.):

Youth leader at St. Samuel Church and WeHOPE, volunteer youth leader at Bayshore Christian Ministries, volunteer at Aspire School on a community garden project, food sort volunteer at Second Harvest, bible study teacher at City Team Ministries. I also currently volunteer with Fresh Lifelines for Youth as a law facilitator.

WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION? (Include languages.)

I have previously work as a youth leader and in youth ministry at my church. I have volunteered as a mentor at various nonprofits as well as tutored freshman college students at my church. Between my experiences with youth of various backgrounds and my legal education, I believe I can bring a unique perspective to the commission.

HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH? (Please describe.)

Yes, I have many years of working with youth at various organizations. I began as a youth leader when I was just 17 myself. I have also done advocacy work with youth I have mentored in regards to education. I have also advocated for youth to receive alternative sentencings/disciplinary actions that were more appropriate to their offense.

DO YOU OR HAVE YOU HAD A PERSONAL CONNECTION WITH SOMEONE IN THE JUVENILE JUSTICE SYSTEM? (Please provide context):

I currently do not have a connection with someone in the juvenile justice system but have previously had youth I volunteered with or mentored who have been in the system.

OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?

Educational Skills Attainment in Detention -- I believe focusing on education while in detention could positively change the future behavior of the youth.

Understand Transitioning of Detained Youth -- a post detention plan goes along with the educational skills project; having a solid post-detention plan is what will bring optimal future success for youth and hopefully prevent youth from coming back.

HOW MUCH TIME DO YOU HAVE TO DEVOTE TO COMMISSION WORK?

10-15 hours per month; more as needed.



Signature

03/12/2023

Date

This application may remain on file for six months from the date of submission.

PLEASE COMPLETE AND RETURN TO:

Juvenile Justice & Delinquency Prevention Commission
C/O Adriana Castaneda, Administrative Secretary III
San Mateo County Probation Department
222 Paul Scannell Drive
San Mateo, CA 94402



San Mateo County
Juvenile Justice and Delinquency Prevention Commissions
222 Paul Scannell Drive, San Mateo, CA 94402
sanmateojdpc@gmail.com

March 29, 2023

Dear Chief Keene,

The Juvenile Justice and Delinquency Prevention Commissions voted last night to request your regular attendance at our monthly meetings. The Commissioners routinely have questions that are, reasonably, beyond the scope of the authority of your representatives. Recent questions beyond their authority, as examples, have been related to the allegations of sexual abuse, the financial drivers in food sourcing, and BSCC grant applications. Your presence would enable public dialogue around important issues. While we know you welcome, and we appreciate, the opportunity to meet one-on-one with you, our monthly meetings uniquely provide a forum for public accountability and transparency.

Commission meetings, aided by a hybrid format, are currently attended by approximately 35 stakeholders. Your attendance would provide you with an opportunity to positively engage those stakeholders, which include community members and the families of Probation-involved youth.

The Chief Probation Officers of Santa Clara County and Alameda County regularly attend meetings of the Juvenile Justice Commission and the Juvenile Justice and Delinquency Prevention Commission, respectively.

Meetings are held the last Tuesday of the month at 5:15 pm by zoom or in person. You can attend in person at:

The College of San Mateo
1700 W. Hillsdale Boulevard, San Mateo
College Heights Conference Room
Building 10, 4th Floor, Room 468

Respectfully, on behalf of the Commissions,

Melissa Wilson, Commissioner
San Mateo County Juvenile Justice and Delinquency Prevention Commissions

Cc:
Hon. Judge Etezadi, Presiding Juvenile Court Judge
David Canepa, Member of the Board of Supervisors



San Mateo County
Juvenile Justice Commission
222 Paul Scannell Drive, San Mateo, CA 94402
sanmateojjdc@gmail.com

March 21, 2023

Dear Chief Keene,

The Juvenile Justice Commission has created a committee in response to the allegations of sexual abuse filed recently in Superior Court. The Committee will focus on both youth in detention – at the Youth Service Center and Camp Kemp, and youth supervised by Probation in the community. The Committee is chaired by Commissioner Rasmussen and also includes Commissioners Bocanegra, Bustos, Huber-Levy, Labouisse, and Wilson.

The Committee requests the following:

- A copy of the current Administrative Manual which outlines the policies, procedures, and protocols for Probation staff.
- All policies, procedures, and protocols related to any instances or allegations of inappropriate conduct, including physical, emotional, and sexual abuse, including policies, procedures and protocols related to
 - Youth reporting, i.e. hotlines, BHRS, OYCR
 - Family/guardian reporting
 - Contracted service-provider reporting
 - Mandatory Probation reporting requirements
 - Orientation materials related to reporting abuse
 - Investigations
 - Notifications
 - The Probation Department's understanding of its reporting obligations to the Juvenile Justice Commission per the 2015 Sensitive Incidents Memorandum (attached to this letter)
- All policies, procedures and protocols for preventing instances or allegations of the same inappropriate conduct, including policies, procedures and protocols related to
 - Strip searches
 - Urine testing and drug and alcohol screening
 - Orientation materials related to preventing abuse
 - Facility signage regarding reporting abuse
 - Housing assignments related to sex and gender
 - Logging of one-on-one contact with youth

- Security footage coverage, length of time kept and by whom
- Background checks (staff, program and services providers, volunteers, etc.)

- Training provided to staff to prevent or address abuse in the last 10 years
- Services provided to youth and families making allegations

The Committee requests that some or all of these materials be made available for review within the next 14 days so that we may begin our work as soon as possible.

Lastly, we would like to schedule a time to meet with you and/or any staff member(s) that you designate in the next 30 days to review and discuss the items listed above.

Thank you in advance for your cooperation and for continuing to prioritize the safety of every system impacted youth in San Mateo County.

Sincerely,



Johanna Rasmussen
Committee Chair

encl:
2015 Sensitive Incidents Memorandum

cc:
The Honorable Susan Etezadi, Presiding Judge, Juvenile Court
Ron Rayes, Managing Attorney Juvenile Branch, Private Defender Program
Jehan Clark, Superintendent, Camp Kemp
Melanie Stauffer, Superintendent, Youth Services Center
John Fong, Director, Children and Family Services
Regina Moreno, Supervising Mental Health Clinician, Youth Services Division

To: John Keene, Chief Probation Officer **Date:** 1 September 2015

From: JJDPC Ad Hoc Committee
(Susan Swope, Mieke Barrows, Michele Gustafson, Bonnie Miller)

Subject: Sensitive Issues Reporting to the JJDPC

Thank you for taking the time last Friday to advise us of the circumstances of the January incident at juvenile hall and work out a protocol for the kinds of incidents that Probation will bring to the JJDPC's attention in the future.

Based on our discussion, Probation agrees to report the following incidents to the JJDPC:

- Death, regardless of cause
- Attempted homicide or suicide
- Incidents that result in serious bodily injury, whether assaults or accidents
- Rape or sexual assault
- Serious, gang-related fights.

Probation will provide notice of such incidents to the sitting Chair of the JJDPC as soon as possible after the incident. When available, Probation will also provide the JJDPC chair with its investigation report, redacted to remove any identification of individuals involved in the incident. An ad hoc committee of the JJDPC and Probation's designee will determine what details are made available to the full JJDPC as part of its public meeting.

Incidents will only be removed from the incident logs if the incident was reported to the JJDPC as described above and a placeholder inserted in the incident log indicating that a serious incident of a confidential nature occurred and the date on which this incident was reported to the JJDPC Chair.

With regard to the January incident, the full Commission will be informed that in January there was a sexual assault involving two males, aged 14 and 16. The incident was reported to the Presiding Judge of the Superior Court, the Presiding Judge of the Juvenile Court, and the Board of Supervisors. It was investigated--both by Probation and the Sheriff's Department. The investigations resulted in criminal action against the 16-year-old. The investigations determined that internal policies and procedures were properly followed. Civil litigation is in progress.



San Mateo County
Juvenile Justice Commission
222 Paul Scannell Drive, San Mateo, CA 94402
sanmateojdpc@gmail.com

March 14, 2023

Dear Chief Keene,

The Juvenile Justice Commission is undertaking a project to better understand the transitioning of youth from detention back to their communities. In support of the project, it requests the following:

- The written policies and procedures referred to in BSCC Title 15 §1351, § 1355, § 1356 and WIC 827
- Any protocols and paperwork associated with youth exit from the institution
- Opportunity to view the institutional, cumulative educational, and juvenile court files for five youth representing different youth experiences under the care of Probation, for example, a youth from Camp Kemp, the Girls Empowerment Program, the YSC with a short detention, the YSC with a long detention, and Secure Track. At least one youth should have an educational IEP
- Opportunity to attend an MDT meeting in anticipation of a youth leaving the YSC
- Answers to the questions on page 3 of this document

Our project to better understand the transitioning of youth from detention back to their communities fits within the Commission's statutory purpose to inquire into the administration of justice. Its request for access to confidential material is in accordance with WIC 229.5 (b); WIC 831 a(1)(O) and (6)(b)(1); WIC 10850(c); WIC 202.5; and California State Educational Code 49076. The request for confidential information is also in accordance with Commissioners' obligations to uphold confidentiality protections for youth which they undertake when they are sworn in as Commissioners by the Court. The final report will not include possibly identifying information and the project team will, upon request, provide a copy of the report in advance of

publication for your review. Your County Counsel may contact the Commission's Counsel Judith Holiber should it require.

The Commission expects to have a report draft to consider by the end of May and appreciates prompt response. Please advise the primary contact for this project.

Sincerely yours,

Melissa Wilson
Commissioner

Attachment: Addendum of questions

Cc:
Judith Holiber
Jehan Clark
Melanie Stauffer
Judge Etezadi
Nancy McGee
Karen Gnusti
Shelly Johnson

Questions

What elements of transition are addressed in every transition plan?

What elements are discretionary and depend on the needs of the youth?

What parts of the transition must parents undertake because Probation may not (by law) or cannot (due to resources) provide assistance?

What are the top five most used service providers included in transition plans?

What vocational resources are available to Probation Officers in connecting youth with jobs?

How do Probation Officers connect undocumented youth to jobs?

How is medical care transitioning handled, including new enrollment or re-enrollment in insurance coverage and transferring prescriptions?

What service gaps are there and why might those gaps exist?

Do parents/guardians who are not otherwise restricted by the court participate in the creation of the rehabilitative and transition plans? Do CASAs?

Do parents/guardians who are not otherwise restricted by the court receive a copy of the rehabilitative and transition plans? Do CASAs?

Do all detained youth have CASAs?

Does the Probation Department collect data on its overall effectiveness in meeting rehabilitative and transitioning objectives?

Are youth asked for feedback regarding the effectiveness of their rehabilitative and transitioning experiences? Are parents? Are CASAs?

Project Plan: Transition for Youth in Detention

February 20, 2023

March 22, 2023 UPDATED

Commissioners: Melissa Wilson, Allen Bustos, Wesley Liu

Volunteers: Padma Nuvuluru, Ruth Sign, Zahara Agarwal

Short Description and Goals

Title 15, Section 1531 requires re-entry/planning for all youth. The aim is to understand current practices associated with youth transition.

The project will include:

- Probation's policies and practices associated with rehabilitative and transitioning plan creation
- Probation's answers to questions about transitioning youth
- A description of transition planning based on viewing sample youth transition plans with youth court files, institutional case plan, and educational file to have context for the youth's rehabilitative experience within the facility and needs at transition - Commissioner task only
- A description of a MDT team meeting if invited - Commissioner task only
- Feedback from parents/guardians and CASAs (and possibly youth feedback, though not being actively pursued) about their transition experiences via a questionnaire in English and in Spanish and, hopefully, small group meetings
- Feedback from Fresh Lifelines for Youth case managers
- Documenting the differences in Project Change services at the three community college campuses

A future extension of the project would be to follow the progress of these (or other) youth back into the community.

Deliverables and Project End Date

The project will produce an executive summary of findings that maintains youth confidentiality in August.

Steps Required

1. Coordinate access to information with County Counsel.
2. Request policies, practices, and answers to questions of Probation
3. Coordinate access to files with Probation to be reviewed on-site
4. Creating and distributing questionnaires
5. Attending small group meetings of parents/guardians
6. Interviewing Fresh Lifelines for Youth and Project Change coordinators at each campus

Note: While this project uses volunteers, these volunteers will not have access to confidential or possibly identifying information.

Expected Milestones

Executive summary of findings to be made public. A more detailed confidential summary may be shared among Commissioners.

Partners

- County Counsel
- Probation

Resources

- <https://ojjdp.ojp.gov/programs/juvenile-reentry>
- <https://ojjdp.ojp.gov/library/publications/reentry-starts-here-guide>
- <https://www.samhsa.gov/criminal-juvenile-justice/sim-overview/intercept-4>
- Back on Track: Supporting Youth Reentry from Out-of-Home Placement to the Community by the Youth Reentry Task Force of the Juvenile Justice and Delinquency Prevention Coalition

Relevant Laws Regarding Access of Juvenile Justice Commissions to Confidential Records

- WIC 229.5 (b); WIC 831 a(1)(O) and (6)(b)(1); WIC 10850(c) and WIC202.5; and definition of records 2022 California Rules of Court Rule 5.552



San Mateo County
Juvenile Justice Commission
222 Paul Scannell Drive, San Mateo, CA 94402
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March 20, 2023

Dear Nancy McGee,

The Juvenile Justice Commission is undertaking a project to assess academic skills acquisition for youth in detention. While the State Department of Education publishes data as a part of school accountability efforts, our detention schools' results are not published due to the limited number of students and concerns regarding confidentiality. As a result, public data is not available. The Juvenile Justice Commission, as an adjunct to the court, is in the unique position to review confidential data and assess skill development.

The Commission requests the following:

- Raw scores or grade-adjusted scores for the Measures of Academic Progress (MAP) for all youth in detention at the Youth Service Center and Camp Kemp. Please advise if retrospective data collection is possible to increase the significance of the results, especially for Camp Kemp. [A sample spreadsheet](#) is attached. Please use (and retain a list of) student codes rather than names. Use an "approximate date of entry" within plus or minus 7 days of the actual date of entry to further obscure identity.
- Emails for teaching staff at the Youth Service Center and at Camp Kemp for a short follow-up questionnaire on the use of MAP scores

The project fits within the Commission's statutory purpose to inquire into the administration of justice. Its request for access to confidential material is in accordance with California State Education Code 49076, WIC 229.5 (b); WIC 831 a(1)(O) and (6)(b)(1); and WIC 10850(c) and Commissioners' obligations to uphold the confidentiality protections for youth. The final report will neither include names, nor dates that might link to youth identity. The project team will, upon request, provide a copy of the report in advance of publication for your review. Your County Counsel may contact the Commission's Counsel Judith Holiber should it require.

The final report will be similar to the 2019 report issued by the Santa Clara County Juvenile Justice Commission that I included in my email two weeks ago.

Please advise whether retrospective scores are available and who should be the Commission's primary contact on this project. The Commission would like to receive data by the end of April. Questionnaires will be sent to staff in May.

Sincerely yours,

Melissa Wilson
Commissioner

Cc:

Karen Gnusti
Shelly Johnson
Melanie Stauffer
Jehan Clark

JJDPC Project Plan - Firearms in Schools

Mar 14, 2023

Co-Leads: Ameya Nori, Monroe Labouisse

Short Description and Goals

Recently, at M-A specifically, there have been numerous incidents regarding weapons, especially guns on campus. California Ed Code [requires](#) that school administration suspend, and eventually expel any student caught on campus with a firearm.

This project proposes to look into the reasons behind students bringing firearms to school and understand the steps taken by school administration and local police departments when they discover a firearm on campus. Taking inspiration from other schools, counties, and states that have faced similar issues, the project will come up with a list of suggestions that proved successful elsewhere to implement in San Mateo County. Furthering our understanding of the motives of youth having guns on campus will allow us to impact positive change and address glaring issues within our community that allow situations like this to arise.

Deliverables and Project End Date

The ultimate end deliverables of the project are hoped to be 1) a report to the commission and Board of Supervisors detailing our findings and issues within our community that lead to instances of firearms on campus, 2) propose meaningful changes to the policy of schools and police departments regarding how they handle cases regarding firearms on campus, 3) report findings related to other counties and states and how they handle similar incidents.

The goal will be to come up with the report by the end of 2023.

Steps Required

- Gain access to and understand the policy of how schools and police departments handle firearms on a school campus
- Gain access to and understand the motives behind students bringing firearms to school
- Research solutions from outside San Mateo County that proved successful
- Propose changes to policies we get access to that can be meaningfully changed

Expected Milestones

- Contact/Interview school administration and local police departments
- Update the Commission on the investigation
- Understand the motives behind youth bringing guns to school
- Update the Commission on motives & receive advice
- Draft/Publish report

Partners

The Board of Supervisors

Local Schools

Local Police Departments