



Hon. Susan Etezadi
Presiding Juvenile
Court Judge, Superior
Court

Judith Holiber
Deputy County
Counsel

Commissioners

Antoinette Barrack
Co-Chair

Debora Telleria
Co-Chair

Rebecca Flores
Co-Vice Chair

Sonoo Thadaney
Co-Vice Chair

Paul Bocanegra

Michele Gustafson

Monroe Labouisse

Sathvik Nori

Susan Swope

Melissa Wilson

Douglas Winter

Juvenile Justice and Delinquency Prevention Commission
July, 28, 2020
5:15pm – 7:15pm
Remote Access Only – Public participation instructions attached

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. Administrative Business (5:15-5:25)**
 - a. Call to Order
 - b. Roll Call and Establish Quorum
 - c. Welcome and Introductions
 - d. Resignation of Commissioner Gibbs
 - e. Agenda Review and Approval
 - f. Approval of Minutes of June 30, 2020

- II. Oral Communications (5:25-5:30)**

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. Boys & Girls Club Overview and Programs (5:30-6:00)**

Mike Jones, Director, Redwood City Club

- IV. Updates (6:00-6:20)**
 - a. Court (Etezadi, Jakubowski)
 - b. Private Defender Program (Rayes)
 - c. District Attorney's Office (Baum)
 - d. Behavioral Health & Recovery Services (Hoppis)
 - e. County Office of Education (Littrell)
 - f. Probation (Barrack)

- V. Vote to Adopt Updated Operating Policies (Barrack, Telleria) (6:20-6:25)**

- VI. Inspections Update (Telleria) (6:25-6:30)**

- VII. Strategic Project Plan Review and Approval (6:30-6:40)**
 - a. Investigate Digital Divide (Thadaney, Winter)

- VIII. Project Milestone Review (6:40-7:10)**
 - a. Develop Truancy Strategy (Swope)
 - b. Parent Guidebook (Swope)



- c. Describe Existing Transition Programs (Labouisse, Telleria)
- d. Develop Marketing Strategy (Barrack, Gustafson, Nori)
- e. Communicate with Elected Officials (Bocanegra, Labouisse)

IX. Youth Commission (Nori) (7:10-7:15)

X. Announcements (Time Permitting)

JJDPC Meeting, July 28, 2020 – Public Participation Instructions

Pursuant to the Shelter in Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC's social distancing guidelines which discourage large public gatherings, the Juvenile Justice and Delinquency Commission's July 28, 2020 meeting will be held remotely with public access available by videoconference.

Topic: JJDPC July Meeting

Time: July 28, 2020 5:15 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android:

<https://stanford.zoom.us/j/94211325935?pwd=eDVvcU1BM0hWUFVnWEdqV2xiakhMdz09>

For public access, please email JJDPC Co-Chair Debora Telleria at deborahyder@gmail.com for password no later than 4:30 p.m. on July 28, 2020.

We highly recommend you use a computer or iPad type device and activate the camera feature vs. calling in only on audio. To call in via phone (preferably, but not necessarily with a camera), see instructions below.

iPhone one-tap (US Toll): +18333021536,,94211325935# or +16507249799,,94211325935#

Telephone: Dial: +1 650 724 9799 (US, Canada, Caribbean Toll) or +1 833 302 1536 (US, Canada, Caribbean Toll Free)

Meeting ID: 942 1132 5935

**Next Meeting: Tuesday, August 25, 2020, 5:15 – 7:15 p.m.
Location: To Be Announced**

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 County Manager who will distribute the information to the committee members.



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

June 30, 2020
5: 15-7:15 pm
Remote Meeting

MINUTES

Commissioners Present: Co-Chair, Toni Barrack; Co-Chair, Debora Telleria; Co-Vice Chair, Rebecca Flores; Co-Vice Chair, Sonoo Thadaney; Paul Bocanegra; Valerie Gibbs; Michele Gustafson; Monroe Labouisse; Sathvik Nori; Susan Swope; Melissa Wilson; Douglas Winter

Commissioners Absent: none

Additional Attendees:

Judge Susan Etezadi – Juvenile Court
Ron Rayes – Private Defender Program
Ligia Zun – Commission on Disabilities

Ally Hoppis – Behavioral Health & Recovery Services
Aurora Pena – Behavioral Health & Recovery Services
Kate Heister – Fresh Lifelines for Youth

I. Administrative Business:

- a. **Call to Order:** Co Chair Barrack called meeting to order at 5:15 p.m.
- b. **Roll Call and Establish Quorum:** A quorum was established at 5:17 p.m.
- c. **Welcome and Introductions**
- d. **Agenda Review: Approved** as distributed.
- e. **Approval of Minutes** of May 26, 2020: **Approved** as amended.

II. Oral Communication: *None*

III. Department Updates:

- a. **Private Defender Program** (Rayes): The San Mateo Courts have started doing contested hearings in person. The Private Defender Program is still taking on new clients and attorneys are following up to make sure their clients are getting the support they need. Since shelter in place has been lifted, probation has changed their booking requirements, leading to an increase in detention. The Court has been releasing minors that qualify and has reinstated Electronic Monitoring. In-person visitations have also started up again.
- b. **Behavioral Health & Recovery Services** (Pena): Services and programs are being provided remotely. There has been no reported crisis so far and school has started with kids physically going to the building. The youth are still not allowed to have any



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

contact sports, but can participate in individual sports, such as shooting a basketball by themselves. The recent Black Lives Matter movement has been something the youth can relate to and are openly sharing their experiences. Caseloads are low right now in the YSC and a cut in commute time for clinicians, because of more video meetings, has allowed them to provide more services with their extra time.

- c. **Probation Report (Barrack):** Due to easing of the shelter-in-place order, bookings have increased. YSC is now accepting new felony violations and violent misdemeanor charges rather than only 707(b) offences. There are 16 youth in YSC and 3 at Camp Kemp. Staff is talking about racial and social equity issues with the youth in both facilities. Face to face visits are starting up for family and professional meetings with social distancing protocol being followed. Electronic monitoring has also resumed along with a community care program for out-of-custody youth.

IV. StarVista--Overview of Programs for Youth

Peter Ehrhorn, Director for the Youth Empowerment Services Department reported on the many services that StarVista offers youth in the county.

Crisis Intervention and Suicide Prevention Center

Provides education and crisis intervention services for schools, 24-hour suicide crisis hotline, online teen support and chatroom, alcohol and drug helpline, and parent support hotline. They partner with Wilson center in Santa Clara County, so if one site goes down, the lines will be forwarded to the other center. Staff clinicians go out to sites to counsel high risk situations. It The program also provides services in schools to provide post suicide counseling services. Onyourmind.net is a teen chat site on mobile devices. Teen volunteers staff the site with adult supervision.

Your House South Homeless Youth Prevention Program

24-hour emergency and temporary housing for runaway and homeless youth. Youth participate in a structured program that includes individual, family, and group counseling, with the goal of reuniting them with their families. It is a licensed, six bed, group home for youth 13-17 located in Redwood City. If youth turn 18 while in the program and is also going to school, they are allowed to stay. It is the only youth shelter in the county for unaccompanied minors. Youth are eligible for the program if they are homeless or at risk of becoming homeless and if they runaway or at risk of running away. They do accept youth who are involved in the juvenile justice system. No referral needed for youth to enroll. Youth can stay for 21 days, but can re-enroll for another 21 days if necessary. The goal is to bring families back together. Over 80% of youth are reunified with their families. Staff provides three months of follow-up case management once the youth leaves Your House South. The program is open 24/7.



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

Daybreak Transitional Housing Program

A transitional housing program that provides independent living skills training and mental health support for homeless teens aged 16-21. This is a 10-bed facility located in Redwood City. It funded by the County Center on Homelessness, so referrals have to go through their coordinated entry system. The goal of this program is self-sufficiency and permanent housing. There is a new Daybreak Rapid Rehousing for youth program. It doesn't have an actual physical site. Entry is through the County's coordinated entry system. The program offers 12-16 months of financial assistance, which includes rental assistance up to \$1,600/month. The program steps down the subsidy amount every four to six months until the youth has reached financial independence. StarVista partners closely with Fair Oaks Community Center, which is a coordinated entry site located a block away from the Daybreak facility.

The Mindfulness Project

The foundation for the current program was born at Camp Glenwood. Years ago, while working for StarVista, Dr. Sam Himmelstein, ran mindfulness groups at Camp Glenwood to address substance use challenges and support the youths' coping strategies. He later wrote an evidence-based curriculum, called *Mindfulness-Based Substance Abuse Treatment for Adolescents: A 12-Session Curriculum*. StarVista piloted Dr. Himmelstein's new curriculum last year and will now roll it out into the community this year for 15 to 25-year old youth. It consists of groups practicing mindfulness with clinicians that were trained by Dr. Himmelstein. The groups are free of charge and are split based on the age of the participants. The program is also being installed in a few school districts next year.

Girls/ Camp Kemp

Intensive court-mandated program provides assessment, counseling, and case management services for incarcerated girls aged 13-18. The goal is to improve these young women's psychological well-being, physical health, emotional stability, family/social interactions, occupational readiness, and intellectual growth. This program is a partnership between StarVista and BHRS. It is available at Camp Kemp and the Youth Services Center. Clinicians provide mental health and substance abuse treatment counseling. The program at Camp Kemp is funded through the Mental Health Services Act (BHRS), and services at the YSC are funded through Youth Offender Block grant funding from Probation.

Insights Mental Health/Substance Use Program

This is an outpatient drug and alcohol recovery program that empowers youth to take responsibility and facilitate positive, lasting change for themselves and their families. Through case management and individual, group, and family counseling, participants learn about anger management, relationships, mental health, communicating with parents, and more. This is a 12-week program designed for youth with co-occurring mental health and



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

substance abuse problems. The program that is individualized for each participant. Youth go twice a week, once for an individual session and once for a group session. Sometimes the treatment goes a little bit longer. The program ends when a youth has had a clean drug test for six weeks. StarVista partners closely with Probation for this project. There is a location in Daly City and one in Redwood City. They promote a youth friendly model. They accept referrals from anywhere, however most of the referrals come from Probation. The program is primarily funded by JJCPA, as well as AOD funding, which is transitioning to drug Medical. They are also a certified Medical site.

Transitional Youth Services (THP-Plus)

Housing or rental assistance and comprehensive supportive case management services for qualified former foster care and probation youth aged 18-24. Youth participating in this program are required to work and/or go to school while learning independent living skills. If a youth is a dependent of the court when they turn 18, they are eligible for this program. The purpose of this project is self-sufficiency and independence. The program provides financial assistance up to \$1,220/month for housing, plus \$540/month for living expenses. This is a 24-month program. If the youth is attending post-secondary school, they can stay in the program for 36 months. Most youth who age out of foster care will utilize AB12 funding until they turn 21. They can then use THP-Plus services until the age of 24.

San Mateo County Pride Center

Intensive support services for individuals and families in the LGBTQ+ community. The Center is a program of StarVista in partnership with Peninsula Family Service and Outlet of Adolescent Counseling Services, and in collaboration with San Mateo County Behavioral Health and Recovery Services. It provides education, counseling, advocacy, and support for the LGBTQ+ community. It is located on El Camino in San Mateo. It provides drop-in support, clinical services and community engagement.

V. 2021 Vision for Commission Structure

Co-Chairs Telleria and Barrack presented their vision for the structure of the Commission in 2021. The structure should improve focus and effectiveness, better define roles, allow for a more equitable distribution of work, and add clarity to external communications. The Co-Vice Chair roles would focus on membership and administration. Other roles include different liaisons, Inspection Coordinator, Legislative Coordinator, Marketing and Communications Coordinator, Project Leads, and Community Ambassadors. Commissioner Gustafson suggested adding a rapid response committee/team for those with the bandwidth to do additional work. She also suggested that the Commission make the roles formal but not codify the opportunities page. Commissioner Thadane suggested adding a Coast Side Liaison because the Coast is usually left out of when it comes to



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

services. She suggested this role be filled by Commissioner Winter who currently resides on the Coast. Co-Chair Barrack said that they would take the ideas of the Commission and work on changes to the operating policies for approval at the next meeting.

VI. Strategic Project Plan Review and Approval

The after-school resources project will be put on hold and revisited in the Fall. Commissioner Winter and Co-Vice Chair Thadaney discussed the Digital Divide project. They talked about the breadth of the issues and the national reach. They suggested spending time researching the problem to determine the scope of the issue. Commissioner Gustafson pointed out that since the digital divide is such a large issue there might not be time to do thorough research on the issue before the problem gets much worse. She suggested addressing a specific part of the problem where the Commission can make the greatest impact. Commissioner Swope pointed out that it would be hard to collect data right now as school districts are not gathering such data. At the next meeting, Commissioners Winter and Thadaney will report if an appropriate focused project with an end product and timeline can be scoped out.

VII. Strategic Project Milestone Reviews

- a. **Marketing Strategy** (Gustafson, Barrack, Nori): Commissioner Gustafson presented the “elevator pitch” that the group created to describe the current role of the commission. This is designed to increase awareness of the JJDPC and its work. Gustafson also described the bios that she encouraged each commissioner to create. Commissioner Nori presented his sample bio stating that he chose to include information about why he was passionate about Juvenile Justice reform. These bios would be on the JJDPC web page, go to elected officials and be available to the public.
- b. **Describe Existing Transition Programs** (Labouisse, Telleria): Co-chair Telleria presented the list of substance abuse, mental health, and transition program resources that she and Commissioner Labouisse had put together. They are focusing on identifying what gaps exist in the current system of resources and how they can be addressed.
- c. **Truancy Project** (Swope, Gibbs): Commissioner Swope reported that she had talked to Jenee Littrell, Katie Bliss, Carry Du Boise, and Tara Ford about forming a task force related to attendance and truancy in school districts and reinstating SARB (school attendance review boards). Currently many districts are not taking attendance and it remains to be seen what many will do about the school schedule.



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

- d. **Elected Officials** (Bocanegra, Labouisse): Commissioner Labouisse presented their plan to do introductions with elected officials and presented a script that they would follow. He talked about the importance of establishing a rapport with city officials and his goal of setting up meetings soon. The next step will be to collaborate with the marketing team on messaging.

VIII. 2019/2020 Project Reviews

- a. **Youth Court** (Winter): Temporarily on hold due to the COVID-19 Pandemic. Commissioner Winter will produce a paragraph report summing up the work to date on Youth Court for the next meeting.
- b. **Parent Guidebook** (Swope): Commissioner Swope announced that the Board of Supervisors had approved funding for the Parent Guidebook and the JJDPC will receive \$10,000 to fund it.

- IX. **Youth Commission** (Nori): There was no update from the Youth Commission as they are off for the Summer and will resume meetings in the Fall. Commissioner Nori will be the chair of the Youth Commission next year.

- X. **Announcements:** *None.*

Meeting adjourned 7:18 p.m.

COUNTY OF SAN MATEO

JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

OPERATING POLICIES

REVISED ~~MAY 28, 2018~~ JULY 28, 2020



TABLE OF CONTENTS

ARTICLE I – PURPOSE AND AUTHORITY.....	3
ARTICLE II – MEMBERSHIP AND TERM OF OFFICE	3
ARTICLE III – DUTIES.....	4
ARTICLE IV – OFFICERS.....	5
ARTICLE V – SUBCOMMITTEES.....	6
ARTICLE VI – ORGANIZATION PROCEDURES.....	6

OPERATING POLICIES OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

ARTICLE I - PURPOSE AND AUTHORITY

- A. The Commission shall be known as the San Mateo County Juvenile Justice and Delinquency Prevention Commission.
- B. The legal authorization for the establishment and operation of the Juvenile Justice Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 225 through 231. The legal authorization for the establishment and operation of the Delinquency Prevention Commission of San Mateo County, California is set forth in California Welfare and Institutions Code, Sections 232 through 236. These policies are intended to supplement the governing provisions of State Law and aid the Commission in more effectively discharging its statutory duties and responsibilities. If one part of these policies is found to be invalid because it conflicts with State Law, no other part of these policies shall be affected by such finding of invalidity.
- C. ~~It is the mission of the San Mateo County Juvenile Justice & Delinquency Prevention Commission to be a public conscience in the best interest of juveniles. The Commission advocates for programs and services that prevent youth entry into the juvenile justice system and promotes respect for the human dignity of all minors who do enter the system. It is the purpose of the Commission to be a public conscience for the interest of justice for children and youth in San Mateo County and to provide leadership for citizen action and to cooperate with and assist in coordinating on a countywide basis the work of those community agencies engaged in activities designed to prevent juvenile and adult delinquency.~~

ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

- A. Members. By law, the Commission shall consist “of not less than seven (7) and no more than fifteen (15) citizens. Two or more members shall be persons who are between 14 and 21 years of age, provided there are available persons between 14 and 21 years of age able to carry out the duties of a Commission member in a manner satisfactory to the appointing authority.” (W&I Code Section 225)
- B. Appointments. When a vacancy occurs due to the expiration of a member’s term of appointment, the Presiding Judge of the Superior Court, with the concurrence of the Presiding Judge of the Juvenile Court, shall appoint a successor for a term of four (4) years to the Juvenile Justice Commission. Newly appointed members are notified by the Court prior to the next Commission meeting and are administered the oath of office by the Presiding Judge of the Juvenile Court or his/her designee.
- C. Commission Responsibility. It is the responsibility of the Commission ~~Chairperson~~ Chair(s) to keep the Presiding Judge of the Juvenile Court and the Board of Supervisors apprised of membership status. In advance of a vacancy the Commission shall recruit, screen, and

recommend candidates for the appointment.

- D. Vacancy. “When a vacancy occurs for any reason other than the expiration of a term of office, the appointee to fill such vacancy shall hold office for the unexpired term of his or her predecessor.” (W&I Code Section 225)
- E. Leave of Absence. A leave of a definite period of time may be granted a Commissioner by the membership, taking into account current membership and number of leaves of absence in effect when the leave is requested.
- F. Resignation. A member unable to continue active service should submit a written resignation to the Commission ~~Chairperson~~Chair(s).
- G. Regular Attendance. If a member finds it impossible to attend a regular Commission meeting, the member shall notify the Commission’s ~~Chairperson—Chair(s)~~ or ~~Vice Chair-Administration~~secretary. If unable to attend a committee meeting, inspection, or hearing, that member shall notify the member in charge. Failure to provide notice prior to missing a Commission meeting shall be an unexcused absence.

Any Commissioner who accumulates three unexcused absences from regular Commission meetings during the Calendar Year shall be considered by the Commission as having resigned from the Commission. This information will then be forwarded to the Presiding Judge of the Juvenile Court for subsequent ratification.

The failure of any Commissioner to participate in the required inspections shall be subject to the review by the Commission concerning continued membership in the Commission.

- H. Commissioners in Good Standing. A Commissioner in good standing is one who has been administered the oath of office, has not accumulated three unexcused absences from regular Commission meetings during the Calendar Year, and has participated in required inspections, unless excused by the Chair.

ARTICLE III - DUTIES

~~The primary purpose of the Commission is to function as a public conscience in the interest of justice for children and adolescents and to provide leadership for citizen action.~~

- A. It is the duty of the Commission to inquire into the administration of justice in a broad sense, including, but not limited to, operation of the Juvenile Court, Probation Department, Human Services Agency, and Law Enforcement.
 - 1. For this purpose, the Commission shall have access to all publicly administered institutions authorized or whose use is authorized by Chapter 2 of the Welfare and Institutions Code (W&I Code Section 229)
- B. The Commission shall annually inspect institutions, any jail or other secure custody facility within the county which may be used for confinement of any minor; also, institutions operated

for dependent children of the Court. It shall report the results of such inspection, together with its recommendations based thereon, in writing, to the Juvenile Court Judge, the Chief Probation Officer, and the Corrections Standards Authority.

- C. The Commission may hold hearings to gain information beyond the inspection of institutions and utilize, with the concurrence of the Judge, the subpoena power of the Juvenile Court requiring attendance and testimony of witnesses and production of papers.
- D. Juvenile justice policy matters are a concern of the Commission. Recommendations will be made to the Juvenile Court and/or any other responsible policy-making body, as appropriate.
- E. The Commission is actively concerned with the provision of appropriate and adequate services and facilities by city, county, and state governments.
- F. The Commission, as the Delinquency Prevention Commission, may make inquiries into the status of youth service programs, public and private.
- G. Delinquency prevention policy matters are a concern of the Commission. Recommendation will be made to the Board of Supervisors and/or any other responsible policy-making body, as appropriate.

ARTICLE IV - OFFICERS

The officers of the Juvenile Justice/Delinquency Prevention Commission of San Mateo County shall be: ~~Chair(s), Vice Chair-Membership, and Vice Chair-Administration~~~~Chairperson and Vice-Chairperson~~. The San Mateo County Chief Probation Officer shall provide administrative staff and clerical support to assist the Commission in carrying out its mandate.

- A. The ~~Chair(s)~~~~Chairperson~~ shall appoint a nominating committee consisting of members of the Commission, not later than the October meeting of each year, and shall designate the nominating committee chairperson. The nominating committee shall report its recommended slate to the Commission at the final meeting of the year. Nothing in this section shall be construed to prevent members of the Commission from nominating any Commission member for any office of the Commission for the ensuing year.
- B. The ~~Chair(s) and Vice-Chair(s)~~~~Chairperson and Vice-Chairperson~~ of the Commission shall be elected from the members of the Commission by a roll call vote of the members present at the Commission's final meeting of the year. To be elected, the officer candidates shall each receive the votes of a majority of the Commission in attendance.
- C. The officers shall hold their offices commencing January 1st for one year or until their successors shall be duly elected.
- D. In the event of a vacancy in the office of ~~Chairs(s) and Vice-Chair(s)~~~~Chairperson or Vice-Chairperson~~, by death, resignation, or otherwise, the Commission shall immediately nominate and elect a successor to the vacant office for the remainder of the normal term of office.

E. The ~~Chair(s)Chairperson~~ shall preside at all meetings of the Commission at which he/she is present. He/she shall perform such duties and shall exercise such powers as usually pertain to the office of ~~the Chair(s)Chairperson~~ and shall also have such additional powers as may be granted by the Commission.

F. In the absence of the ~~Chair(s)Chairperson~~, ~~one of the Vice Chair(s)the Vice Chairperson~~ shall preside at all meetings of the Commission and shall perform such other duties as may be enjoined by the Commission. In case of absence of the ~~Chair(s)Chairperson~~, or if there be a vacancy in the office of the ~~Chair(s)Chairperson~~, all the powers and duties of that office shall devolve upon the ~~Vice Chair(s)Vice Chairperson~~.

G. The structure of the Commission will include the following roles and responsibilities, where possible:

- Chair(s)
Provides overall leadership of JJDPDC and sets annual commission priorities. Responsible for developing meeting agendas, running meetings, editing meeting minutes and producing an annual report. Chair(s) issues external communication on behalf of JJDPDC.
- Vice Chair - Membership
Stands in for the Chair(s) as needed. Responsible for overseeing recruitment processes of new JJDPDC members, the membership application and approval process, and orientation of new commissioners.
- Vice Chair - Administration
Stands in for the Chair(s) as needed. Responsible for maintaining and updating commission materials and on-line resources. Takes meeting minutes.
- Project Lead(s)
Responsible for developing a project plan including goals, milestones, and deliverables. Implements approved project plan on schedule and reports to Commission.
- Inspection Coordinator
Responsible for keeping inspection forms current; sign-up process for inspections, editing reports, oversight of approval process, and preparation of letters and final reports as required.
- Legislative Coordinator
Responsible for tracking and analyzing legislation that affects youth who come into contact with the SMC justice system. Keeps Commission informed.
- Marketing/Communication Coordinator
Responsible for the implementation of the JJDPDC marketing and communication strategy. Provides oversight of the JJDPDC web site.
- Liaisons (i.e. Probation, Court, etc.)
Responsible for maintaining relationships and ensuring each party is informed on areas of common interest; keeping current on relevant issues; and updating full commission on areas of interest.

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- Community Ambassadors (i.e. JJCC, Diversity & Equity Council, etc.)
Represents JJDPC at stakeholder meetings as appropriate. Informs Commission of issues relevant to the JJDPC mission. In the event of the absence of the Chairperson and Vice-Chairperson, the members present shall elect, by a majority of the members voting, a Chairperson Pro Tempore for that meeting.
- H. A county assigned Juvenile Justice & Delinquency Prevention Commission staff person will provide administrative services including, but not limited to, maintaining membership files, assisting with commissioner on boarding, and posting agendas, materials and reports on appropriate county sites 72 hours prior to the Commission meeting. The assigned Juvenile Justice/Delinquency Prevention Commission staff person records the minutes of all Commission meetings and handles Commission correspondence. The staff keeps the roll, certifies the presence of a quorum, maintains a list of all active members, and keeps records of actions as they occur at each meeting. It is the staff's responsibility to assure that meeting notices be posted in publicly accessible places for 72 hours prior to the Commission meeting and keep a record of such posting. Staff should also reproduce and distribute the Commission notices and minutes of all meetings.

ARTICLE V - SUBCOMMITTEES

- A. The Commission may establish ad-hoc or standing committees of its membership to perform fact-finding functions in any matter under jurisdiction of the Commission. For each committee established, the Commission ~~Chairperson~~ Chair(s) shall appoint one of the Commission members as the committee chairperson. A committee may have members other than persons who are members of the Commission. A committee shall report its findings of fact at a meeting of the Commission, at which time the whole Commission shall consider such findings.
- B. The purpose and scope of each ad-hoc or standing committee shall be recorded in the minutes of the Commission.
- C. Each ad-hoc or standing committee chairperson shall be responsible for keeping records of all actions and reports, and shall submit these records to the Commission on a regular basis.

ARTICLE VI - ORGANIZATION PROCEDURES

- A. The rules of parliamentary law embraced in Robert's RULES OF ORDER (Revised) shall serve as a guide in meetings of the Commission in all cases in which such rules are not inconsistent with these policies.
- B. Meetings. The Commission shall meet on the last Tuesday of each month except December, unless this time is changed by the Commission. A schedule of meeting times, dates, and places shall be posted from time to time by the Commission.

- C. Meeting Time. At each meeting of the Commission, the ~~Chairperson~~ Chair(s) shall call the meeting to order at a regular time set from time to time by the Commission.
- D. Quorum. Quorum will be one/half plus one of the Commissioners in good standing.
- E. Notice. Notice of meetings of the Commission will be as provided by the Brown Act.
- F. Meeting Agenda. The ~~Chairperson~~ Chair(s) shall approve an agenda for each regular meeting of the Commission that shall be distributed to each member of the Commission at least four business days in advance of each regular meeting. The agenda shall consist of a list of items to be considered at each regular meeting which are described in sufficient detail to give notice about business to be considered at the meeting. Nothing in this section shall be construed to prohibit the introduction of agenda items, which through exercise of due diligence could not have been placed on the agenda and which require early action by the Commission. Members of the Commission desiring to place items on the agenda should contact the ~~Chairperson~~ Chair(s). Any member of the Commission at any meeting may bring up items introduced solely for informational purposes and which involve no request for immediate action by the Commission.
- G. Suspension of Order of Business. The order of business may be suspended at any time during any meeting of the Commission by a majority vote of the members present.
- H. Action by the Commission. The Commission may take action on matters properly before it, only at a regular or special meeting. The authority of the Commission may only be exercised as a whole Commission, and only at such meetings as duly and legally called and constituted. Individual members acting in their individual capacities have no authority to commit the Commission to any policy determination or course of action unless the Commission has previously authorized or subsequently ratified such act by that individual member of the Commission.
- I. Voting. All voting is on the basis of one vote per member. Members must be in good standing to vote. Members must be present to exercise their vote.
- J. Written Record of Commission Proceeding. The official record of proceedings of Commission meetings shall be known as the minutes, and shall be a record of the actions taken by the Commission. At the subsequent meeting, minutes shall be approved by a majority vote of the members present at that time. The minutes, when approved by the Commission, shall be the official records of the proceedings at which they were taken. The minutes shall be retained as required by State law.
- K. Press Releases. Only the ~~Chairperson~~ Chair(s) of the Commission or his/her designee shall issue press releases on behalf of the Commission.
- L. Release of Information. The Juvenile Justice and Delinquency Prevention Commission of San Mateo County may conduct inquiries involving minors in the juvenile justice system. Because of the confidential and sensitive nature of these inquiries, the Commission may choose to write an executive summary of its final report. If the Commission determines to publicize its

findings and recommendations, it will use the executive summary and not the final report. The decision to release an executive summary will be made by the full Commission.

- M. Contact with Public and Agency Personnel. The ~~Chairperson~~ Chair(s) or other Commissioner designated by the Commission shall be spokesperson with County agencies and/or personnel as well as the media. It is the policy that Commissioners work in teams of two or more in speaking for the Commission or in gathering information on behalf of the Commission, except in assigned committee representation.
- N. Correspondence. All correspondence on behalf of the Commission will be sent only with the approval of the entire Commission or the ~~Chairperson~~ Chair(s). Correspondence shall reflect the title of ~~Chairperson~~ Chair(s).
- O. Special Meetings. Special meetings of the Commission shall be called, as deemed necessary.
- P. Annual Meeting. The Commission shall hold an Annual Meeting in the month of January, at the regular meeting of the Commission. At the Annual Meeting the Commission shall:
1. Readopt these operating policies which are then in effect, along with any proposed amendments thereto, for approval by a majority vote.
 2. Review its prior year's activities.
 3. Establish the Chair's vision for the next year.
- Q. Commission Retreat. The Commission may hold a Planning Retreat Meeting if so desired, on a day most convenient to all members. The purpose of the retreat will be established by the members at a regularly scheduled meeting.
- R. Written Communications to the Commission. All written communications addressed to the Commission or any member thereof involving policy matters which are properly the concern of the Commission shall be placed on the agenda of the next meeting of the Commission held after receipt of the written communication.

These ~~Operating Policies~~ Policies and Procedures shall be revised as necessary to continue in conformance with the Welfare & Institutions Code and other applicable State law. ~~These bylaws~~ They shall be reviewed as needed by the Commission.

Amended ~~May 28, 2018~~ July 28, 2020

Elected Officials Meetings, JJDPC, 2020

Goal of July 28 JJDPC meeting: Approve talking points so we can begin the process of developing relationships with elected officials

Goal of 2020 meetings: to gain their respect, and so potentially their support of initiatives

- Start, this year, with a friendly introduction and an interesting conversation
 - Show we are knowledgeable, organized and concerned
 - Explain our strategic plan, its rationale, and our initiatives
 - Explain that our initiatives are in research phase, and so we'd like their input
- Next year, or later this year, when we have more clear needs, we may be back to ask for the support of resources they control/manage. That is not yet a goal of the meetings.

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Email to ask for meeting:

- [send directly to elected officials first; go to aides only if they don't respond]
- Subject: Introduction to Juvenile Justice Commission
- We are Commissioners of the SMC JJDPC, and we'd like to tell you about our new plan
- We'd like to introduce ourselves and get your input on juvenile justice
- Could we get an hour of your time, at your convenience
 - [no deadline at first, meet whenever they can; offer to meet for 30 minutes if needed to accelerate scheduling]

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Officials we'd like to meet:

- Local legislative bodies that control budgets
- Start with SMC Board of Supervisors
 - minus Supervisor Canepa? Ask Toni and Deb who already have relationship
 - Because the BoS is the body that created the JJDPC, start with them
- Next go to at-risk cities' City Councils
 - East Palo Alto
 - Redwood City
 - San Mateo
 - Daly City
 - South San Francisco
- Then state legislators that represent SMC, if we have time

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Talking Points and Questions

- Introductions first: Tell each of our stories / bios
 - Emphasize our such different backgrounds: example of diverse coalition. The Commission are all volunteers, not employees of the County, with little financial or administrative support. We're just passionate about the issues and helping youth.

- Ask what they know or have heard about the Commission.
 - Note: California law requires each county have and support a JJDPC
- Explain our strategic plan: mission, aspirations, and projects
 - Note that we have new Commission Chairs since the start of 2020 and with that new leadership, embarked on strategic plan development in January
 - [Start with straight ‘reading’ of mission & aspirations, with little explanation. We don’t want to lead them on too much before getting to our questions.]
- Then ask for their input. Our questions:
 - How can our Commission be most effective in achieving our mission and aspirations?
 - What do you believe are the best ways to prevent juvenile delinquency?
 - i.e. How do we help youth avoid police contact in the first place?
 - Is the County, and are cities, adequately addressing youth mental health and substance abuse, and if not, what can be done about it?
 - What is your point of view on juvenile detention? whether it is effective and a good use of budget, e.g.?

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FAQs -- in case we are asked for our answers to our own questions

- If asked “What are your answers to your questions?”, these are some talking points, taken from the JJDPC Strategic Plan:
 - We believe we can be more effective by developing more specific plans, by working directly with elected officials to rally support for them, and by understanding better and telling the stories of the people we serve.
 - We believe that just growing the economy is not enough to deal with issues of juvenile delinquency. SMC is one of the wealthiest counties in the country, and we still have juvenile delinquency, pockets of poverty and associated mental health issues.
 - While addressing income inequality and improving the lives of people at the bottom of the income distribution would make a big difference, we believe that in the meantime more targeted initiatives are needed.
 - We believe that juvenile delinquency should be treated first as a health issue, with public safety being very important but secondary to health.
 - We know that a very high percentage of youth who engage with the juvenile justice system are dealing with trauma and related mental health issues that often start when they are very young.
 - We believe young children in challenging circumstances (especially at home) experience trauma that they need help dealing with.
 - We believe young children in challenging circumstances (at home, at school, in their neighborhood) need to have healthy and productive activities, and trauma-informed supervision, easily accessible in order to reduce the risk of coming into contact with the justice system, and that this is one of the most targeted ways we can prevent delinquency.

- We believe that starting in middle school, it becomes increasingly difficult to change behaviors, and so we want to start addressing youth issues in elementary school or even earlier.
 - Later in school, kids may become substance abusers. We believe substance abuse is almost always self-medication for issues that youth are not addressing through therapy or other mental health treatment.
 - We believe there are not enough easily accessible treatment programs for low-income youth who are struggling with mental health and substance abuse issues.
 - We know that there are no residential substance abuse treatment centers in the County.
 - If we cannot reach kids early, and if then youth engage with the juvenile justice system, then they still need mental health and substance abuse support in order to overcome their impediments to living a more productive and healthy life.
 - We would like to see viable alternatives to youth incarceration put in place. We do not believe that youth incarceration is the most productive way to address their issues, and research shows it can make youth's issues worse.
- Some relevant facts, worth citing, from the Strategic Plan:
 - The rate of juvenile detention in the County has been declining for years.
 - For the past few years, the Youth Services Center, which has 170 beds, has operated at less than 30% capacity.
 - Experts agree that youth incarceration is harmful to youth and is ineffective at lowering recidivism rates. Diversion programs tend to be more successful.
 - So, to work with youth who are at-risk or have had contact with the justice system, our service providers need to be more in the field. Our BHRS partners are asking for more staffing to manage that.
 - Despite San Mateo County's wealth, a higher percentage of youth, versus the state as a whole, show indicators of risk in mental health. The County's Adolescent Report (2014-15) described mental health challenges as "staggering".
 - "70% of survey respondents reporting feelings of depression, nervousness or emotional stress." [Dept of Health, Adolescent Report, 2014-15]
 - "38% of female and 23% of male respondents reported having suicidal thoughts" [Dept of Health, Adolescent Report, 2014-15]
 - San Mateo County ranks as one of the top ten counties in California for income inequality. (KidsData, Lucile Packard Foundation)
 - 20% of kids in the County live in poverty.
 - 13% live in food-insecure households
 - No space available in child care for 74% of children
 - Four percent of San Mateo County high school students say they are members of a gang and three percent say they have carried a weapon at school.

JJDPC Marketing Project
Draft Elevator Pitch and Bios
7/21/20

The JJDPC is made up of passionate volunteers with diverse backgrounds who advocate for youth. Through our monthly meetings and break-out projects, we work to prevent youth coming into contact with law enforcement and the juvenile justice system—and to ensure fair treatment and the best possible services for youth who do. We welcome input from youth, their families, the community and system partners to inform and guide our work.

Commissioner Bios:

Sathvik Nori is a rising senior at Menlo-Atherton High School. He joined the JJDPC after witnessing the injustice present in school discipline that results in the school to prison pipeline. He is also the chair of the San Mateo County Youth Commission, Editor-in-Chief of his high school newspaper, and Student Trustee for the Sequoia Union High School District. He is working on raising greater awareness of the problems facing youth offenders in the country.

Michele Gustafson is a commercial attorney at a San Francisco-based tech company. Her interest in juvenile justice began in law school where she volunteered teaching youth on probation about their legal rights and responsibilities. On the JJDPC, she advocates for high quality care and services for youth in the juvenile justice system. She is also passionate about ensuring that youth are not targeted for discipline or arrest based on race or gender and are further not stigmatized or disadvantaged by contact with the juvenile justice system.

Toni Barrack is a retired corporate executive with experience in finance, planning and administration. She has served on boards of several Bay Area nonprofit organizations and has actively volunteered to promote conflict resolution, community engagement, and the value of nature to educate and inspire youth. As a co-chair of the JJDPC, she is dedicated to engaging a wide variety of stakeholders and partners in a collective effort to understand why youth enter the juvenile justice system and the most effective means of prevention and rehabilitation.

Sonoo Thadaney Israni serves as the executive director of the Stanford Presence Center at the Stanford University School of Medicine. Her focus is on Equity, Access, Inclusion. After 9/11, she trained and engaged in mediation and restorative justice work. She creates and delivers curriculum for leadership development; decision + conflict coaching; and preventing, resolving + leveraging conflict for constructive change on and off-campus. She has volunteered at the Youth Services Center, San Mateo County Superior Court, and at the Redwood City Women's Jail.

Monroe Labouisse is a former Silicon Valley executive who is now dedicated to civic and political projects. His tech company jobs included running Customer Service and Trust & Safety for Airbnb, and Consumer Protection for eBay and PayPal. He is now a Mentor to young men on probation through CASA of San Mateo, where he is also a Peer Supervisor, and he is a Mentor through Peninsula Bridge, which supports underserved teens aspiring to go to and complete college. On the JJDP, Monroe works on mental health and substance abuse program access for at-risk youth.

Melissa Wilson is a former high school teacher, interior designer, and has been volunteering with at-risk youth for the last 17 years through programs at the Youth Service Center and in the community. Her interest in juvenile justice started as a high school student. She served on the Santa Clara County Juvenile Justice Commission and saw the limitations in opportunity for court-dependent youth. Her interests are in ensuring that a “system” will support the well being of youth individually. She is committed to providing youth and their families with resources and information to empower them in what can be a very discouraging experience.

Susan Swope retired as Deputy Director, International Information Integrity Institute at SRI Consulting. She is an active volunteer committed to social justice. She is a Lay Chaplain for the San Francisco Archdiocese, leading communion services at the Youth Services Center, and a mediator for the Peninsula Conflict Resolution Center and the Superior Court’s Juvenile Offender Mediation Program. She served on the board and co-chaired the Restorative Justice Committee for the Society of St Vincent de Paul. Susan has also facilitated Alternatives to Violence Workshops for the incarcerated as well as the general community. She is committed to helping youth meet and overcome their challenges to lead successful, productive lives.

Paul Bocanegra is the cofounder of Reevolution Group, a human rights watch officer for the Children's Division of Human Rights Watch, and a certified drug and alcohol counselor. Paul was sentenced to life without parole when he was 16 years old and served more than 25 years in adult prison. He describes himself as a survivor of Juvenile LWOP and the California prison system. Today Paul works to reform the juvenile criminal justice system by sharing his experiences and struggles within the juvenile and adult systems and institutions.

Douglas Winter is proud to be a Coastside representative on the JJDPC. During both his undergraduate and law school career Douglas focused on a juvenile justice centric academic path. Douglas completed multiple academic policy internships with the Children's Advocacy Institute as well as interning with the Juvenile Delinquency Division of the San Diego Office of the Public Defender. Douglas is an advocate for restorative justice practices and strives to continue the collective understanding, development, and improvement of the interplay of the juvenile justice system and our community.

Debora Telleria is a retired marketing and business development executive. Since retiring she has focused her energy on helping marginalized youth. She started her community service as a Court Appointed Special Advocate (CASA) for youth in the juvenile justice system. In addition to her work as a co-chair on the JJDPC, she also volunteers as a law program facilitator for Fresh Lifelines for Youth (FLY); as a tutor for Reading Partners; and a candidate evaluator for the Peninsula College Fund.

JJDPC Marketing Project: July 2020

Next Steps

For discussion at July 2020 JJDPC Meeting

Take-aways from research:

- A few SMC commissions have websites with comprehensive content and links to current information & events
- A few commissions are quite active, reaching out in their communities and collaborating with other organizations and county agencies.
- Most commissions do not have budgets, although they can request funds from their underlying agencies for some expenses.
- Most commissions have significantly greater administrative support than the SMC JJDPC.
- While some additional funding may be possible for the JJDPC, it is unlikely that we will receive significantly greater financial or administrative support in the near term due to current county budget and personnel constraints.

Next steps:

With our current capabilities, using examples from other commissions and with the help of contacts within the county and other commissions, we can move forward to:

1. Add content to our Probation website (see below)
2. Prepare a package for use by commissioners prepping for external meetings, such as project work, community ambassador roles, liaison meetings, conferences, etc)
 - a. Executive Summary of Strategy
 - b. Elevator Pitch
 - c. Bios
3. Consider an e-mail campaign to solicit input from stakeholders/partners
4. Prepare for Phase 2
 - a. Complete research on an independent web site, eg JJDPC.smcgov.org
 - b. Consider additional resources to link to (as our projects yield results)
 - c. Consider how to engage with other organizations, eg Art Commission collaboration
 - d. External info pack?
 - e. Research social media

Current Website Communications

- Mission (old)
- Upcoming Meetings (w/o any info)
- Link to Inspection Reports (2013-2019)
- Link to Meeting Packets (2013-June 2020)
- Link to Roster (county site w/ all commissions; names, terms, duties)
- Link to Application (w/ Tony Burchyns address)
- Contact (Current Co-chair names, sanmateojdpc@gmail.com link w/ Michele's name)
- Generic County e-mail subscription (non functioning)

Proposed Website Communications

- Mission and Aspirations
- Meeting Dates
- Link to Strategic Plan
- Link to Projects ????? (Plan and Final Deliverables, updated if possible)
- Link to Annual Reports
- Link to Roster w/ bios
- Link to Meeting Packets (in place now)
- Link to Inspection Reports (in place now)
- Application to Join w/ duties & expectations defined (change to e-mail to contact ??)
- Contact Us (w/current names and invitation to suggest topics for meetings/other call to action)

JJDPC Marketing/Communication Project, July 2020
Summary of research

Marketing/Communication Practices and Funding & Support
San Mateo County Commissions and other Juvenile Justice Commissions

Marketing/Communication Practices

A. San Mateo County Commissions (13)

- Web Site Locations
 - 11 Web Sites are imbedded in the supporting county agencies' sites
 - 2 Web sites are separate from the supporting agencies (smcgov.org)
 - LGBTQ Commission
 - Commission on the Status of Women

- Web Site Models
 - Arts Commission (cmo.smcgov.org/arts-commission)
 - Comprehensive Content (Mission & Values, Strategic Plan, grants, etc.)
 - Links to events
 - Commission roster with photos
 - Commission on the Status of Women (csw.smcgov.org)
 - Comprehensive Content (Purpose, data/issues, announcements, etc.)
 - Spotlights on various commissioners
 - Links to events/programming/news, CBO's/county departments
 - LGBTQ Commission (lgbtq.smcgov.org)
 - Comprehensive Content (Mission & Values, Strategic Plan, Projects, etc.)
 - News Items
 - Contact for press interviews

- Social media
 - 4 commissions are on Facebook (Arts, CSW, LGBTQ, Youth)
 - 2 commissions are on Nextdoor (Youth, CSW)

- Community Engagement Examples
 - Art Commission
 - Provides grants to local arts organizations
 - Collaborates with SF Artist Network
 - Hosts art shows in public space in gov't building
 - Interested in collaborating with JJDPC on therapeutic art program for youth
 - Have worked with girls at Camp Kemp
 - Commission on the Status of Women

- Active commissioners: lead and facilitate workshops, give presentations
 - Review legislation and make recommendations to support
 - Participate in events w/ Thrive and Social Impact Advisory Group
 - Lead Women's Leadership Conference w/ Brd of Sup, Educators
 - Established Women's Hall of Fame (day long conf w/ business, CBO's, county)
- o LGBTQ Commission
 - Survey of Needs given to Public Health, recommendation to Board of Supervisors
 - Host community conversations (work with PCRC)
 - Listing of Community Resources
 - Publicize issues and work w/ press

B. Other JJDCPC Commissions

- o Local commissions have web sites that are within the Court or Probation Sites
- o Most web sites were not up-to-date or well organized
- o State levels JJDCPCs can be model for content.
 - Often have detailed bios and project descriptions that lay out priorities and goals
 - Have resources for people who want to learn more about Juvenile Justice
 - Link to trainings for people who are interested in getting involved
 - Some sort of blog component with articles about Juvenile justice

Funding & Support

A. Commissions in San Mateo County

- o Most commissions receive substantial administrative support. Examples:
 - Art Commission receives budget for contractor (32 hrs/wk);
 - County HR Department supplies full time administrative staff person for 3 commissions.
 - County Health System provides full time admin to 2 commissions
 - Youth Commission: Has two employees from health and human services --80% of job is to deal with and manage the YC
- o Most commissions do not have budgets; expenses requested from supporting county agencies. Exceptions:
 - CSW raises funds from individuals, business, corporate sponsors for Women's Hall of Fame event
 - Art Commission has budget of \$157K (\$125 from county, \$32 from State) to cover administration contractor, grants, operations.
- o Funding provisions specific to the JJDCPC

- o WIC 231: Members of JJC can be reimbursed for expenses incurred in the performance of their duties.
- o WIC 233: DPC can receive funds from governmental or nongovernmental sources to hire an executive secretary and necessary staff and to defray needed administrative expenses. Board of Supervisors may direct ay county dept to provide necessary staff service. “The commission may expend its funds on specific projects designed to accomplish its objectives.”

B. Other JJDPC Commissions

- o Santa Clara JJC: Administrative support from Courts and County; \$3500 annual stipend for supplies, reimbursement to commissioners
- o Sonoma County JJDPC: \$10,000 annual budget for projects
- o Large meeting attendance by probation, courts, defenders (Santa Clara, Alameda)

Contacts

- o Probation: Tony Burchyns, Admin Staff
- o SMC Commissions
 - Robin Rodricks, Director of Arts Commission (contractor)
 - Tanya Beat, Director of LBGQTQ and CSW (staff)
 - Janneth Lujan, Planning Commission Secretary (staff)
 - Lori Mirizek, Parks Commission Executive Secretary (staff)
- o JJ Commissions
 - Ron Hansen (Chair, SCC JJC)
 - Vamsey Palagummi (Chair, Alameda JJDPC)
- o County Counsel
 - Judith Holiber, Deputy County Counsel
- o Future Contact Possibilities
 - SMC Information Services Department (Help w/ web site?)
 - Michelle Durand, Chief Communications Office, SMC
 - Christa Bouge, Social Media Coordinator, SMC
 - Supervisor Canepa