



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellog Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher
Anson Moon
Gary Harrington
Ruth Cowan
Georgette Elizalde

It was moved, seconded and carried:

To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:..the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

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Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

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-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

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is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item

-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

-the need for a written report or prepared questions from the CPO prior to meetings in his absence

-determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;

-revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

**XI. ADJOURNMENT: 6:15 p.m.
6:00 p.m. M/S/C to stay fifteen minutes over**



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

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the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursuing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

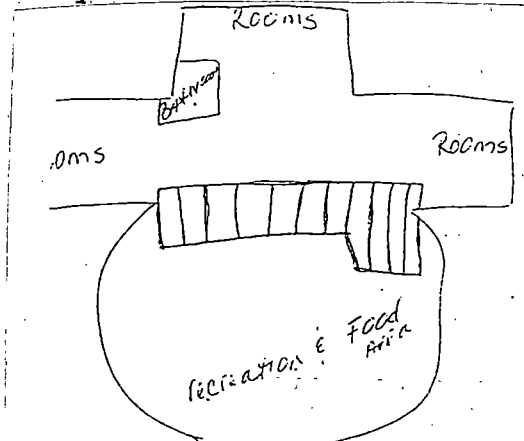
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. ROLL CALL: by Secretary-Commissioner Elizalde

Commissioners Present:

All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant

Chief PO Edgar Flowers

Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. ELECTION OF OFFICERS- Commissioner Harrington

Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasure
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. Motion: to approve the slate as presented, second, carried.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned: Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellogg Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher
Anson Moon
Gary Harrington
Ruth Cowan
Georgette Elizalde

It was moved, seconded and carried:

To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:...the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 2

Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 3

-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

Adopted General Meeting Minutes
March 2, 1995
Page 2

is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item
-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

-the need for a written report or prepared questions from the CPO prior to meetings in his absence
-determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;
-revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

**XI. ADJOURNMENT: 6:15 p.m.
6:00 p.m. M/S/C to stay fifteen minutes over**



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

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the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursuing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

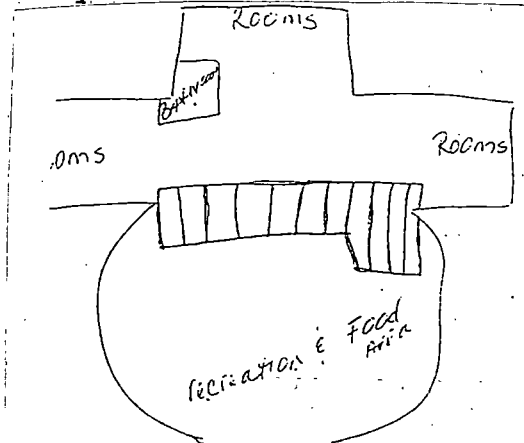
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. ROLL CALL: by Secretary-Commissioner Elizalde

Commissioners Present:

All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant

Chief PO Edgar Flowers

Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. ELECTION OF OFFICERS- Commissioner Harrington

Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasurer
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. Motion: to approve the slate as presented, second, carried.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned: Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING January 4, 1996

- I. **CALLED TO ORDER:** Anson Moon (chair) at 4:10 p.m.
- II. **ROLL CALL/ INTRODUCTION OF COMMISSIONERS**
All Commissioners present with one exception
Commissioner Excused:
Georgette Elizalde
Commissioners Absent:
n/a

Juvenile Court/Probation Department staff present:
Presiding Judge Ina L. Gyemant
Chief Probation Officer, Edgar Flowers
Fred Virgilio, Director Probation Services
Don Chan, Secretary Juvenile Probation Commission
Yolanda Bell (JJC Administrator)
- III. **APPROVAL of MINUTES:** minutes of December 1995 be approved as mailed **Action item-** M/S/C. November 1995 minutes (page 2) should reflect Youth Commission not "Youth Court".
- IV. **JUDGES CORNER/ Ina Gyemant, Presiding Judge:**
-A dependent and delinquent youth of the court committed suicide in an out-of-home placement. Commissioner Cohn spoke to Judge Dondero and confirmed that the Court had no objection to the Juvenile Justice Commission investigating the suicide;
-The Queens Bench-A Women's Lawyer organization attended a Christmas Party for the girls in G2 and it was very well received. The girls talked about their experiences in JH and the programs available to them. Overall a positive experience.
- V. **CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:**
-The CPO had the opportunity to meet the new Juvenile Justice Commissioners, and took them on a tour through JH. Population statistics for December: admission=234 males and 61 females for a total of 295;the average daily population=males approximately 100 and 21 females. The average length of stay for males were approx 13 1/2 days and 10 1/2 days for females. The population today is 103 with 21 at H.V. and 21 females. The girls population is high and can be attributed to the court detaining a larger number of girls due to their charges. JH statistics will be computed differently and a revision is forthcoming.

-A ward of the court has unfortunately committed suicide which is being "routinely investigated" by the medical examiner.A

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report is expected in six to eight weeks. **Q-Commissioner Harlan:** Santa Clara County has a multi-disciplinary team that investigates cases when a suicide is committed including tracking what could have happened..does San Francisco have a similar service? **A-CPO:** No-not formally. CPO provided brief background information about the youth; He was monolingual, attended Newcomer High School and the Horizons after-school program, was involved with other programs and was receiving counseling services.

Chair: The JJC will be investigating the suicide incident including a follow-up of the attempted suicide last year (1994).

Comments-Commissioner Cowan: Applauded the department and the staff for positive changes which has occurred in JH.

Hidden Valley> Commissioner Moon: What are the plans for H.V. since the Probation Department has passed a resolution allowing H.V. to remain open? **CPO (discussion-summary):** H.V. has been opened since August and was initially planned for temporary housing, allowing two units in JH to close during renovations. The Probation Commission has reviewed the programs at H.V., including speaking to parents who supported the opening of H.V. resulting in a resolution passed. Additional personal would be required at Hidden Valley, therefore, the department has decided to close one unit in the JH allowing staff to be utilized at H.V. Historically, a unit is always closed in JH. The closure of one unit in JH will allow housing for 30-40 youths at H.V. eventually relieving the overcrowding in JH. (i.e. housing girls in B1 verses G2);

Will the Court sentence more youths as a result of more beds available? (extensive discussion summarized)

CPO: No. **Judge Gyemant:** The court receives a daily count and has in the back of their mind how to get a youth released. More beds does not influence the courts' decision to detain more youth. **Probation Department:** The Department spends a considerable amount of time reviewing if youths may be released early. These are youths who will be recommended for probation in an attempt to maintain JH below capacity; Though bed space is limited, JH must be prepared to respond to the inflexible count--H.V. is the alternative. **JJC-Q's:** What is the logic of transporting youth one and a half hours away instead of housing them in JH? How many times was JH faced with the crisis [overcrowding situation]? Which detainee will go to H.V.? **Probation Dept:** Youths who are not violent and those who can operate in an open setting, without the intense restrictions currently exhibited in JH are sent to H.V.; Family access issues; how will families see their children? **Probation Dept:** Parents are allowed to visit H.V. and have expressed

satisfaction; additionally on Sundays there is a bus which transports visitors to LCRS and on occasion youths are bought to JH for family visits.

Commissioner Hale:(summation) Having more bed space (H.V. or JH) is not the answer for troubled youths. **Action item-M/S/C** The Chair will prepare a letter to the Probation Commission stating the concerns the JJC has about their [JPC] policies. Commissioners input are encouraged. **CPO:** In the past six months we have had an overcrowding in the girls unit...despite our efforts for early release these alternatives are not applicable for girls currently in custody. **Comments-Commissioner Adlo-Robinson:** Young ladies require special attention, which have different issues while being incarcerated, including detoxication, privacy issues;

Court School Program: This program allows youths to go to school while under Probation supervision outside of JH. A counselor is assigned to the community day school who works closely with the Probation Officers, reviewing the attendance, youth progress, academics and their behavior while in the program; PO's recommend youths who will be assigned to the program; This program has relieved some of the overcrowding at JH.

- VI. CHAIR REPORT Commissioner Moon:** views his role as that of a "Facilitator". The goals of the JJC will be determined by Commissioners collectively;
Committee assignments, functions and protocols (briefly discussed); **Work plans** including timeliness will be presented to the Executive Committee for approval; **An Observer** will attend the JPC meetings, providing updates at the JJC monthly meetings; Jan-March observers are Commissioners Cowan and Willis-Juvenile Probation Commission meetings are held the 2nd Wednesday. **Standing Rules** first draft will be completed by January 31; Commissioners Adlo-Robinson, Harrington and Moon has been assigned to the committee. **Barrier gate** policies and practices has not been established by the JPC;the JJC will take an active role with the JPC in formulating policies and practices of the barrier gates {Facilities Committee}.

6:15/ Action item: Extend the meeting 5 minutes M/S/C.

VII. COMMITTEE REPORTS:

Court/Wardship Committee - Steve Cohn: A thorough investigation of the suicide will be performed, including interviewing all individuals and departments involved.

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Facilities Committee-Timothy Dupre & Youth Commissioners:
"Barrier gates do not look harsh..they [barrier gates] did not feel offensive." The Youth Commissioners received a tour of JH and had the opportunity to view the merits program, discussing their observations of laundry with the staff. (this item referred to the Liaison Committee); A **religious** program took place at LCRS on January 6; as a result of the program regular Protestant services has been scheduled at LCRS.

VIII. NEW BUSINESS: Girls at Risk - Task Force

Girls at risk will be examined closer with the Facilities Committee. **Action item:** A task force be implemented to explore "troubled girls", including taking a closer look at girls issues, the population count and overcrowding issues. **Call for the question-Approval of the Task Force M/S/C;** The task force will make recommendations through the Executive Committee; Commissioner Adlo-Robinson will Chair the task force.

IX. ADJOURNMENT: at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

February 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon, Chair at 4:20.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo-Robinson	Sparky Harlan
Steve Cohn	Damone Hale
Ruth Cowan	Gary Harrington
Georgia Creel	Anna Pavlenko
Timothy Dupre	Nandor Vadas
Alexis Goldner	Rose Willis

Commissioner(s) Excused:

Andrea Rodriguez (Youth Commissioner)

Commissioners Absent:

Georgette Elizalde

Juvenile Court/Probation Department staff present:

Judy Griffin, Director of Juvenile Hall (representing Probation Department)
Don Chan, Juvenile Probation Commission
Yolanda Bell {JJC Administrator}

Guest Present:

Robert Figone, Administrator Pupil Services of San Francisco Unified School District
Donald Toomer, Principal of Woodside Learning Center

Woodside Learning Center Faculty:

Richard Wheeler	Dr. Reed Rhodes
Patrick Dunn	Jillina Pope
Ishmael Martinez	Berta Moore
Lois Cardinal	James Fithian
Irene Malone	Joyce Monroe
Sonya Taylor	
Robert Polich	

III. **APPROVAL of MINUTES:** M/S/C the minutes of January 4, 1996 be approved as amended.

IV. **JUDGES CORNER (Superior Court Judges not in attendance)**

Chair comments: The Juvenile Probation Commission has a vacant seat which are held by the Superior Court. Judge Gyemant has made recommendations, however those Commissioners interested may forward their resumes to Judge Gyemant for future consideration. **Comments:** Previously, appointments made to the JPC were members from the JJC since they were trained in the area of Juvenile Justice. Are we aware if the judge will continue the policy? The judge can select 1-2 names but the Mayor may reject her submissions; **Chair:** The judge may not be aware of the previous practice but she will consider members who submitted their resume.

V. **NEW BUSINESS:**

* Commissioner Dupre: Members of the Facilities Committee visited H.V. and spoke to the staff and detainees candidly. The committee were impressed with the enthusiasm of the staff and noticed that youth responded positively. **Recommendation:** Juvenile Justice Commissioners visit the various cottages at JH and hold "round table" discussions with staff including the educational staff, counselors, probation officers and maybe youth. The round table discussions would give the JJC a sense of what happens at the various levels encouraging objectivity from members {JJC dialogue} Commissioners Harlan, Moon, Dupre and Vadas will form a plan, outlining and submitting a recommendation to the Executive Committee.

* Commissioner Vadas: District Attorney Terence Hallinan would like to make a presentation to the JJC describing his goals for the next four years and what he foresees as prosecuting juveniles in San Francisco. **Action item- Motion:** The JJC will extend an invitation to District Attorney Terence Hallinan to attend the March JJC meeting S/C.

VI. **WOODSIDE LEARNING CENTER (WLC): JJC 1995 Juvenile Hall Report:**

Synopsis of the discussion led by Commissioner Gary Harrington: The JJC inspected Juvenile Hall March 1995 and produced a report of its findings which was published December 1995 (The JJC acknowledges the untimeliness of the report). Woodside

Learning Center was dissatisfied with the characterization of the report.¹ Donald Toomer Principal of WLC: "...we as dedicated educators feel the report [JJC 1995 JH Report] was unfounded and offensive." Mr. Toomer discussed what he perceived as inaccuracies contained in the 1995 JH report. The WLC faculty emphasized their experience.

Bob Figone, Administrator of Pupil Services-S.F. School Dist: "I thought I was reading a 1992 report..and I was quite upset." Mr. Figone credentials include former memberships on the California Youth Authority Parole Board, the Delinquency and Prevention Commission (S.F.) including the Juvenile Justice Commission. "I am displeased of what I read [JH 1995 Report] for it sends a message that we at JH in the educational department are not performing our jobs...we do have a goal at JH; "There have been new programs implemented in JH. Many changes have occurred since the insufficiencies that transpired at WLC in 1992". Mr. Figone suggested that a mechanism be activated reflecting the conditions of the JH educational department. He added that better communication between WLC and the JJC is necessary to move forward.

Commissioner Harrington agreed to review the report and if any inaccuracies exist they will be corrected. Future discussions with Mr. Toomer, WLC principal and Mr. Figone are being planned.

VII. Judy Griffin, Director of Juvenile Hall representing the Probation Department - re: JH 1995 Report

The following are primary concerns regarding the condition of JH (as cited in the 1995 JH Report).

- * Since the publication of the report all the units have been renovated including problems with the bathroom facilities (as cited on page 2 1995 JH Report). Final renovations will include additional bathroom facilities in both G2 and B4 units;
- * Electronic doors will be installed (time frame for installation were not available) and will be locked only in the evening;

¹Article VI of the reports cites "minimum school day of two hundred forty minutes" the report incorrectly noted the requisite should be 480 minutes; The JJC will correct this error in the follow-up report.

- * One person per room and double bunking; JH does not meet the state standard of one child per room when there is a high count. This deficiency cannot be corrected;
- * The [cracked] window in G2 has been repaired;
- * Undersized class rooms were accurately portrayed in the report;
- * Adequate lighting in the units will be retested once the renovations are completed.
- * Recreation- the lack of recreation as reported in B5, was a result of the split program which has been discontinued.
- * Religion-though various churches offer their services many youth lose their motivation for attending the Sunday services; This is a problem for JH. However, a solution is being sought.
- * Classification system-The computer system for which the classification system was written is no longer in function.
The system would allow detainees in JH to be classified. A request has been submitted to upgrade the system. This classification system is different than the one in the Probation Department.
- * The grievance system has improved and is ongoing.
- * Special dietary needs-JH was not aware that this section was not met.
- * Larger clothing- often larger clothing is not available and there is no resolution on this issue.

Motion: Extend the meeting for 15 additional minutes S/C.

VIII.COMMITTEE REPORTS:

FACILITIES: The committee visited H.V. and it appears durable; Discussion regarding whether the JJC will support a policy of more beds for youths. **Chair Moon:** A letter was written to the JPC regarding H.V. The JPC responded by expressing they did not make policy. **Recommendation:** The Facilities Committee work with the Probation department to develop policy for H.V.

COURT/WARDSHIP: Investigation of the youth who committed suicide last year continues.

IX. PUBLIC COMMENTS:

Michael Fuller (a private citizen) expressed his concern regarding the suicide investigation.

X. ADJOURNMENT: Meeting adjourned @ 6:50 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

March 7, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon Chair at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo-Robinson	Pavlenko
Bates-Creel	Vadas
Cohn	Willis
Cowan	Dupre (late)
Elizalde	Hale (late)
Harlan	Harrington

Commissioners Excused:

Goldner
Rodriguez (youth commissioner)

Juvenile Court/Probation Department staff present:

Presiding Judge, Ina L. Gyemant
Judy Griffin, Director Juvenile Hall
Yolanda Bell, JJC Administrator
Guest(s) Present:
Terence Hallinan, District Attorney

III. APPROVAL of MINUTES: M/S/C the approval of the minutes February 1996 be deferred until revision are made.

IV. Probation Department Report/ Judy Griffin, Director Juvenile Hall:

- **Staffing shortages:** JH is overcrowded and under staffed requisitions for new employees have been submitted to the Mayors' Office, however they have not been filled. 22 girls are in JH; due to staffing shortages one unit remains closed; there are six (6) units open including H.V. The on-call staff has been over utilized while waiting for vacancies to be filled. **Action item:** Facilities Committee will review JH staffing crisis, determine if intervention or if a recommendation is needed M/S/C;

V. JUDGES CORNER/Ina Gyemant, Presiding Judge:

A Youth Drug Court is being pursued. A committee went to Visalia to review their Youth Drug Court, the only one in the state.

Q & A: Who is on the committee? Bruce Chan & Janet Forsythe (Public Defenders office) Cindy Lee (District Attorneys office.) Norman Keeling (Probation Dept.), Jeff Mori (Mayors Youth Children and their Families), Director of the Haight Ashbury Clinic-advisor, Adrienne Miller (Traffic Hearing Officer), Robert Dondero (Bench Officer) & Commissioner Rev. Timothy Dupre; Will DUI be part of Drug Court deliberations? Yes it probably will be. Adrienne Miller has put together a treatment program for DUI.

VI. PRESENTATION-District Attorney Terence Hallinan: (the following is a summation of Mr. Hallinan's presentation)

JJC member introductions included features of both Facilities and Court/Wardship Committees; **Hallinan:** It is an exciting time in San Francisco, for people who are concerned with the status of our youth population and youth corrections. It is a wonderful position to have a Mayor, District Attorney and a Board of Supervisors who are at this point, on the same track for wanting to make improvements and finding money to do things that have not been done for a long time. Wanting to get the community together and get behind our young people.

- The District Attorneys Office will be making changes, though they have not been formulated. Changes will be seen in the Juvenile Correction system as a whole. Walter Aldridge will continue as head of the unit. The District Attorneys office will "beef" up the presence of the D.A. office with another Assistant D.A. who will take over probation violation and seek to improve the facilities, working closely with the court ensuring effectiveness and efficiency.

Mr. Hallinan is anxiously awaiting the audit which was requested by the Board of Supervisors recently, which he hopes will provide some guidance and "fresh ideas" of things that are done in other states, cities and communities. A proactive position is being taken with Juvenile Justice, Youth Guidance Center and young people.

- Hallinan reinforced his commitment to prevent crimes from happening as well as prosecuting crimes after they have happened. When a young person commits a serious and violent offence that person will be prosecuted in a meaningful way. The District Attorneys Office will attempt to develop ways that involve youth in the communities, involving ourselves with young people, playing a more leadership role

in preventing crimes from happening. Reducing the YGC population ideally under 110 [youth] would be a population that could be worked with in a meaningful way remarked Hallinan. Mr. Hallinan also expressed the importance of finding alternatives in the communities for non-violent and non-serious offenders and developing alternatives to incarceration. The District Attorneys office plans to develop individualized programs for youth offenders, including working with the Probation Department and tracking youth offenders throughout their careers, helping youths turn into a more positive existence.

- D.A.'s office "determined that the strip search was technically not a violation" since the young woman had a hearing at a previous time before she left and was returning to JH. The presence of male custodial personal at strip searches is not permitted with adults, and is not permitted with girl offenders in the California Youth Authority. The rules and regulations are unclear because of the phraseology of the hearing; Hallinan will be formulating a letter to either the JJC or JPC regarding the strip search, seeking a clarification of the rules. **Chair:** The JJC has looked into the situation with both CPO Flowers and Judy Griffin, due to the impending litigation we [JJC] are hesitate to issue a report at this time. The JJC will be working together with the Probation Dept./Juvenile Hall in an effort to clarify the policy guidelines. **JJC member comments:** The gender issue requires further examination; Both the JJC & the JPC are appropriate commissions for developing with the Probation Department policy guidelines; **Hallinan:** The JJC does have a role to play in looking into the strip search issue and as D.A. it [a strip search] will not happen again. **Commissioner Harrington:** "We have initiated the investigation and have spoken to people not only to find out what the actual events were that happened but what the record actually was, and we are very much working with the staff and the Director of Juvenile Hall to make sure it does not happen again and we will be making our recommendations."

VII. CHAIR REPORT:

Speakers will continue to address the Commission and its audience in the varied aspects of juvenile delinquency, which prove educational to everyone.

COMMITTEE REPORTS:

Commissioner Harrington- Facilities: The strip search incident is being followed-up, and a recommendation of policies and procedures will be made without factual findings, due to the impending litigation. **Action item-Motion:** The strip search discussion will continue in Executive session S/C. Undocumented youth at YGC pending adjudication was researched by Commissioner Vadas. The INS has several problems, there are no facilities appropriate for housing juveniles, no staff and often no parents at the youths original

homeland to take care of them; a discussion continues to take place within INS as they develop ways to prepare a protocol for minors in appropriate circumstances--who should be returned to INS custody and those re-patriot back to their homelands. **Q&A** Are un-documented youths being returned to INS? If there is an adult in the area (S.F./U.S) to be guardian the minor is turned over to that family. Griffin-Director of JH: The Probation Department does not generally get involved with INS, unless there is a transfer from the prison, county jail, or by court order. The JJC will continue to explore possibilities for un-documented youth. **Action Motion:** The Facilities Committee investigate and provide the JJC with a recommendation with respect to the INS issue. **S/C; Contraband-**How are the drugs entering JH? **Griffin:** The staff are not searching the youth properly.

Commissioner Cohn-Court/Wardship: The committee is dealing with one issue and that is the suicide. A decision was made to subpoena records from other agencies and departments. The responses from the subpoenas are expected by Friday. When the subpoenaed responses are received the committee will review and schedule interviews. This has extended the time needed to complete the report.

VIII. OLD BUSINESS:

Woodside Learning Center- Correspondence has taken place between the school and the JJC-a meeting is being planned during the month of March.

JH Overcrowding and double bunking did exist when several Commissioners visited JH led by Commissioner Dupre, occurred on 2/96.

IX. NEW BUSINESS:

Lark Thomas of Teenage Pregnancy and Parenting (TAPP) will speak at the April JJC General Meeting.

Thabiti Mtambuzi-commented on the 1995 Juvenile Hall Report. **Action item:** The JJC will "table" this issue until Facilities or Court/Wardship committee meetings.

X. PUBLIC COMMENTS:

Aimee Exnicios (Probation Department)- Commented on un-documented procedures;

Michael Fuller- (Private Citizen) Commented on 1995 youth suicide and strip search investigation.

XI. ADJOURNMENT: 6:25



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

May 2, 1996

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission was called to order by Anson Moon (Chair) at 4:15 p.m.

II. **ROLL CALL:** * arrived after roll was called

Commissioners Present:

Adlo-Robinson	Harrington*
Cohn	Moon
Dupre *	Vadas*
Elizalde*	Willis

Hale

Harlan

Commissioners Excused:

Cowan

Bates Creel

Goldner

Pavlenko

Rodriguez

Commissioners Absent:

n/a

Juvenile Court/Probation Department staff present:

Presiding Judge (excused)

Chief PO (excused) /Judy Griffin, Director of JH represented Probation Department
Yolanda Bell {JJC Administrator}

Guests Present:

-Members from the League of Women Voters

-Keith Choy, Mayors Criminal Justice Council

III. **APPROVAL of MINUTES:** M/S/C that the minutes of March 1996 be approved as amended; April 1996 minutes adopted.

IV. **PROBATION DEPARTMENT REPORT/ Judy Griffin, Director of Juvenile Hall** {Q's asked by JJC members, A's are Ms. Griffin responses}

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Adopted General Meeting Minutes

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The JH admissions are down including the count. Today's count is 128 which includes 119 detainees housed at J.H. (Juvenile Hall), 19 at H.V. (Hidden Valley Ranch). There is one unit closed (B1) and one double bunking in G2. There are no major incidents or problems. The bulk of repairs has been completed in JH. Q: Counseling staff do not have any where to go for breaks; has this issue been addressed? A: Yes it has been addressed. A memo was circulated requesting input from the staff. Q: Are youths tracked who are cited and released? What is the recidivism rate including those who fail to appear? A: Those who fail to appear are minimum. Griffin did not have facts on recidivism. Q: How many girls are being detained? What are the most frequent charges girls are held on? A: There were 21 in the a.m. G2 is open and one room has two girls. The most frequent charges including the recidivism rate would be forwarded to the JJC later. Q: Is there still a contract with Santa Clara for housing of youths. A: Yes, however, Santa Clara do not have any available beds.

Q: Has there been a noticeable difference in the population since the Chief of Police issued the directive stating not every youth should be booked/housed? at JH A: This was not a new directive but a reissue of a general order originally issued in 1989--despite the media's input. However, this issue was discussed in a meeting held between the Court and Probation and it was realized that due to the new police officers they should be reminded of the general order; there had been some admissions that should have been cited but were being admitted. There has not been a "drastic" difference in the population and [since the directive] it has not had a large impact either on citations or bookings.

Approx. a month ago the JJC requested that an interim **strip search** policy be implemented. What is the policy status? A: We have requested the police department to assign female officers as back-up when there is not enough female staff on duty in JH during the graveyard shift. Policy and procedures for the formal strip search has been submitted to the City Attorneys' office. Q: Can a female sheriff be placed in JH on an ongoing basis during the graveyard shift? A: We can look into this issue. Q: Has a interim or formal strip search policy been implemented during normal business hours. A: A formal policy has not been implemented until it is approved by the City Attorneys office-though an informal policy is in place.

Q: Is there any medical or SPY (Special Programs for Youth) available at H.V. or does a contract with local medical facilities exist? A: Nursing staff is at H.V. three day a week (short hour days) and at LCRS five days a week. Psych staff is at LCRS an "equivalent" of five days a week. Griffin was unsure of the actual schedule or hours which vary. In emergency medical situations, standard emergency procedures are utilized. (i.e Medivac, 911, etc.) Depending on the emergency, the staff will drive the youth to the closest medical facility. JH has psych staff available until 8p.m. and JH medical staff evaluates youths whom are ill (i.e. headaches, etc.)

Q: What is investigation status of the youth who was injured while being transported? **A:** The investigation has not been resolved and communication with the District Attorneys Office has not disclosed whether the incident was a criminal violation. **Q:** Currently are there any youths on home detention with the electronic monitoring system. **A:** We do not have anyone on home detention; a few months ago, the Judge did order a youth to wear the electronic devise--unsure of the status of the youth. **Q:** Does a substance abuse contract still exist? **A:** Yes.

V. CHAIR REPORT

The **audit report** has been distributed; all members are encouraged to review the report. At the last meeting Judge Gyemant (Presiding Judge) and CPO Flowers were of the opinion that the audit was the only audit contemplated, however, the CRA does recommend (pg. 11) an internal audit of the Probation Department including YGC. There will be two audits. [a point of clarification- Commissioner Hale]; **There was a meeting w/ the Educational Department** (members who attended the meeting was Commissioners Moon, Dupre, Harrington and the Administrator). The purpose of the meeting was to develop a rapport, resolving issues that needed further clarification; it was also agreed that if any errors or items which required further explanation they would also be addressed. The meeting ended on a hopeful note and [more meetings are being planned]. The school district suggested members of the JJC "drop in" on some of the classes, reviewing the programs, to gain a better feeling of the education department. The JJC **retreat** is scheduled for Saturday, May 4, 1996 @ 9:00 a.m. all members are requested to attend.

Committee Reports:

Court/Wardship Committee - Commissioner Cohn Chair, The suicide report is pending and **group home** visits are being planned; Prior to visiting the group home, the committee prepares by requesting program information from the group home, the committee submits an advance sheet to the home, and provides the group home with at least 48 hours notice of the visit. The **suicide** investigation has consisted of interviewing personnel within JH and Probation Department staff. The next phase will include interviewing staff of the group home and community based organizations who had contact with the minor. The report will go through a lengthy processes including drafts, editing, and JJC members reviewing the report, before a final report is printed and distributed at the **July 11, 1996 General Meeting**.

Facilities Committee-Commissioner Dupre (Co-Chair), The committee met and discussed the status of **interim strip search policy** and its implementation, the components of the **annual inspection**. The committee recommends JJC members speak to each department informing them of the criteria we will utilize prior to inspecting the facility. Meeting with departments in advanced will allow the JJC to take a "cooperative approach," alleviating staff apprehensions, and aim for better communication. No dates have been scheduled for the annual inspections. The committee offers its support to **Girls Task Force**.

Adopted General Meeting Minutes

May 2, 1996

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VI. OLD BUSINESS: Dept 29B has two stools in the holding cell and due to the fire codes there are no plans for additional seating.

VII. INTRODUCTIONS:

Several JJC members attended the reception for Kimiko Burton, Mayors Criminal Justice Council; Keith Choy from MCJC, highlighted the functions of the varied departments (i.e. grant writing, the monitoring of all the criminal justice departments, etc.) including other issues under MCJC.

VIII. ANNOUNCEMENT: Commissioner Dupre: Commissioner Hale had a death in his family and the JJC expresses its condolence.

IX. ADJOURNMENT: @ 5:45

**JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

JUVENILE JUSTICE COMMISSION MEETING ANNOUNCEMENT

The JUVENILE JUSTICE COMMISSION MONTHLY GENERAL MEETING
will be held Thursday, May 2, 1996 at Youth Guidance Center in the MAIN
CONFERENCE ROOM, 2nd FLOOR. The topic will be announced.

The meeting will begin at 4:00 p.m, the public and all departments are invited to
attend.

..\meeting\announce



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

updated 5/7/96

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 4, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:15 p.m.

II. ROLL CALL:(* arrived after roll call)

Commissioner Present:

Adlo-Robinson*	Hale*
Cohn	Harlan
Cowan	Harrington
Bates Creel*	Moon
Dupre	Pavlenko
Elizalade	Rodriguez*

Commissioners Excused:

R. Willis

Commissioners Absent:

Goldner
Vadas

Juvenile Court/Probation Department staff present:

Presiding Judge

Chief PO

Yolanda Bell {JJC Administrator}

Guest Present:

S. F. League of Women Voters - Introduction by Commissioner Cowan
Mayors Office staff

III. APPROVAL of MINUTES: M/S/C the minutes of February 1996 be approved as amended; March 1996 minutes approval deferred until May meeting. M/S/C

IV. JUDGES CORNER/Ina L. Gjemant , Presiding Judge:

Drug Court is proceeding; The next meeting [Drug Court] will include planning a program and looking at eligibility, which will be worked out with the Public Defenders and the District Attorney's Offices. Q: What steps can the court take to reduce the population? A: CPO Flowers has put together a new unit called Detention Control headed by Melinda Mills. The unit reviews the count daily. The review includes assessing each minor held in JH, why they are detained, determine if youth are eligible to be released, and instuiting community support so the youth can stay released. The court does not want to have a revolving door. The judges

are not releasing any youth that may be a public safety threat. Q: When the count is approx. 180 do you review it? A: No, Judge Dondero reviews it.

V. CHIEF PROBATION OFFICERS REPORT/ Flowers CPO:

The JH count is 129 youth; there are 109 boy and 20 girls, 19 youth are being detained at HV Ranch. The bench officers and the Probation Department has met to re-endorse the standing order when the count is over capacity in JH. The court agrees to review each case, and it is up to us [Probation Department] under the court order issued to bring kids for review -- which is being done; The count is taken seriously. Detention Diversion Advocacy Program (DDAP) is also working in conjunction with Melinda Mills and supervisors of Intake to assist in lowering the count.

Q: What are the current staffing needs? A: We have not received the five (5) requisitions promised. The civil service rules require employment be offered to those on the eligibility list unless those on the list are not sufficient. We are certifying people on a temporary basis for JH. Q: Are the employees working back-to-back shifts? A: Overtime is not wide spread..we hope to avoid it. Economically on call employees are more cost effective. **Judge Gyemant:** Judge Dondero also determines the number of cases that are post jurisdiction and pre dispositional in an effort to cut down on the number of youth held in JH.

CPO: The count has been reduced by fifty (50) youths. Reductions are cyclical but they also reflect the departments efforts. Q: Due to the current staffing situation how would you assess safety? A: "...overworked employees are more of an issue than safety."

The **auditors** assigned to review the Probation Department did not perform an investigation. The auditors/consultants were not a management tool. {dialogue, unclear of the auditors roles}; The JJC submitted a letter requesting an interim **strip search** policy be instituted opposing the performance of opposite gender searches. Policy and practice guidelines for an interim has been developed and are being reviewed by the City Attorneys Office. The interim policy will be made available by the end of the month. The department is in the process of arranging for the Police Department to have female officers available in the evening. This will ensure another incident will not occur. A report on the strip search has been completed with distribution guidelines. Requests for the report should be forwarded to the City Attorney Office. (JJC members expressed frustration of not having a strip search policy previously and the message the search sends to youth).

Action item-Motion: The Chair will prepare a letter to the City Attorneys Office and request a copy of the report. S/C.

VI. CHAIR REPORT:

Members should plan to attend the **reception** for Kimiko Burton the new Director of the Mayors Criminal Justice Council.

A **Spring Retreat** is planned for May 4, 1996. There will not be any training during the retreat from Youth Law Center. The Chair will prepare the retreat agenda and suggestions may be submitted.

Facilities Committee- Gary Harrington, Committee Chair: The committee investigates issues and policies as it relates to the overall operation of JH, HV and LCRS, including overcrowding concerns and staff shortage issues. Incident reports are reviewed and problem areas are discussed with the department in a Liaison meeting held monthly. Incident reports for March reflected fewer incidents, which may attributed to the decreased population. An annual inspection of the facilities will be postponed due to members participation in other investigations. *The Committee will review the following issues:* meeting w/various departments prior to inspections, undocumented youths and the detention facility in Santa Rosa,

Court/Wardship-Steve Cohn, Committee Chair: Court/Wardship committee handles issues related to youth who are declared Wards of the Court and those assigned to out-of-home placement. Examining youths placed in SF., understanding the group home process, the Probation Department responsibilities including communication between the two areas are focuses of the committee. The committee has concentrated for the past few months, on the youth who committed suicide (12/95). An estimated time frame for a completed report [suicide report] is tentatively 6 weeks.

Remaining issues:

- The time frame appears to be lengthy (many interviews are necessary);
- Will the report lengthy preparation time allow the JJC to participate in public policy issues?
- The report process: Issuance of a preliminary report vs. a final report only;

Action item-Motion: The Court/Wardship Committee will issue an INTERNAL preliminary report on the suicide investigation by April 18-CALLED FOR THE QUESTION no opposition-M/C

Court/Ward committee will be visiting San Francisco group homes (602 youths) in the next few weeks.

VII. NEW BUSINESS:

- The Administrators' position and title -(referred to executive committee);
- The Media and the JJC: Members should refer media inquires to the Chair;

VIII. OLD BUSINESS: Thabit Mtambuzi, Director of SPY: Strip search policy does exist between Special Programs for Youth and the Probation Department.

IX. PUBLIC COMMENTS: Amiee Exnicios-Home Detention for Youth

X. ADJOURNMENT: 6:25 p.m.

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Bylaws copy



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING June 6, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Hale *
Cohn	Harlan
Cowan	Harrington*
Bates Creel	Moon
Dupre	Pavlenko*
Elizalde	Willis

Yolanda Bell {JJC Administrator}

Commissioners Absent:

Goldner, Vadas, Rodriguez

Introduction of Guest:

Lark Thomas - Teenage Pregnancy & Parent Project
Kimiko Burton - Mayors Criminal Justice Council
League of Women Voters
Jake Smith
Reporters} The Recorder Legal Newspaper
San Francisco Chronicle

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant
Chief P.O. Flowers

III. APPROVAL of MINUTES: M/S/C the minutes of May 1996 be approved as mailed;

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Youth Drug Court is in the 2nd phase of a long process a methodical approach. However, Youth Drug Court implementation is targeted for Spring 1997.

V. CHIEF PROBATION OFFICERS REPORT/ CPO:

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Adopted General Meeting Minutes

June 6, 1996

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(Q=are JJC members A=CPO response)

Hidden Valley is open but unoccupied...youth have returned to Juvenile Hall. B1 has re-opened. Hidden Valley staff is equivalent to one unit. Q: What are the changes pending in the girls unit? A: B1 will be converted to a girls unit; G2 will become an assessment unit and RU will remain the receiving unit. Q: According to the incident reports there were several suicidal gestures made by minors. These minors were placed on Q5. What is JH (Juvenile Hall) doing to monitor the behaviors of the youth? A: When suicidal behavior is observed SPY (Special Programs for Youths) is called. SPY then assesses the youth making the decisions. All questions regarding the medical procedures regarding suicidal ideology should be directed to SPY. {an extensive dialogue regarding the suicidal ideology ---CPO Flowers agreed to look into the matter including what type of gowns are given to youth during the suicidal watch.} Q: What's the staffing status? A: Requisitions are being filled. Thirteen counselors are needed.

- VI. **PRESENTATION:** Lark Thomas, Sr. Case Manager of **Teenage Pregnancy and Parent Project (TAPP)**-TAPP which has been in existence for approx. 14 years provides case management services to pregnant and parenting teens. Their services are aimed at both young ladies and men. TAPP locates community resources which accommodate the needs of pregnant teens. Such services may include prenatal for the young women, practical services, including daycare and schools. TAPP operates a pregnant school program and has had more than 100 young women enrolled. Additional TAPP programs include: the T-Rap program which is a prevention program; Case managers and peer counseling discuss pregnancy prevention issues at the middle and high school levels to facilitate by teens.

Besides mentoring young mothers, TAPP has resources for young fathers as well. The fathers are provided with similar services and resources as young women, including employment, relationship issues and a prevention program for young men encouraging sexual responsibility. This program is directed by case managers and includes peer counselors. Q: What type of assistance is provided regarding substance abuse? A: Substance abuse issues are discussed with both young men & women, and they are encouraged to abstain from abuse. However, actual substance abuse issues are referred to other agencies. TAPP has recently developed a relationship with SPY and has plans for a referral system.

Kimiko Burton, **Director Mayors Criminal Justice Council**-Highlighted concerns from the Mayors Office:

-The Mayor is committed to youth, ending the "revolving door cycle" to include treatment for youth and prevention; some ideas include more interaction from the **Probation Department** with youths, including **Community Based Organizations**; Accountability for CBO's remain an issue; grant requests to MCJC are monitored including obtaining approval

for a work plan which will also be monitored; CBO's are de-funded for non-compliance; the **Police Departments** has had a general order allowing them to **cite juveniles** for several years. No new policy has been created, police officers were reminded of their discretion;

Q: The directive was issued during overcrowding at JH was this a coincidence? **A:** The Mayor is concerned about the overcrowding issues and has spoken to the CPO. The issue became out of hand initiated by the media. A keener look will be taken at the detention criteria. A citation does not mean that the case goes away; severe crimes do not receive citations but they [youths] are taken into custody. **Comment:** Often a case may be discharged through San Francisco Youth Court who receives case citations cases both from San Francisco and San Mateo. approx. 50 cases per month. The jurors consist of youths who hear matters regarding, vandalism, petty theft, simple batteries. **Q:** What is the Mayors vision as it relates to Juvenile Justice in San Francisco? **A:** More intervention, fewer youth in the juvenile justice system, treatment for youths, education and early prevention for youth.

VII. COMMITTEE REPORTS:

Facilities Committee -Gary Harrington, Chair: Commissioner Elizalde was Incident Report Reviewer for May and noticed three (3) **suicidal gestures**. The committee has requested disposition of the youths for a follow-up. A **counselor used excessive force** on a youth this weekend and the counselor has been suspended pending an investigation. A **strip search policy** [per CPO Flowers] has been approved though the JJC has not received a copy of the policy. Harrington will review the strip search report in the CPOs' office. Mtambuzi of **SPY** will be speaking at the Facilities meeting on June 13th. All members are encouraged to attend. Court/Wardship Committee- Steve Cohn, Chair: Besides the breach of confidentiality the suicide investigation has proceeded on time. Members from other committees has contributed to the investigation. **Recommendation: Other commission members should review the report prior to being issued to the full Commission.**

VIII. CHAIR REPORT Anson Moon: A meeting is scheduled with the Chair, Vice-Chair and the Presiding Judge monthly to discuss issues. A summary of the meeting will be distributed to all commissioners.

IX. PUBLIC COMMENTS:

Don Chan, unaware that the JPC and JJC has an adversarial relationship;
Michael Fuller, expressed his opinion about the suicide investigation and the JJC process;

X. ADJOURNMENT: 5:45 Closed Executive Session



Binder

JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

July 11, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Elizalde*
Cohn	Harlan
Cowan	Harrington
Dupre	Moon
Willis	Pavlenko*
{Yolanda Bell, JJC Administrator}	

Commissioners Excused:

Bates Creel
Rodriguez
Goldner

Commissioners Absent:

Vadas
Hale

Juvenile Court/Probation Department staff present:

Chief PO Edgar Flowers
Assistant Chief Probation Officer Rudy Smith
Donald Toomer, Principal Woodside Learning Center

Introduction of Guests:

Michael Fuller
Don Chan

III. APPROVAL of MINUTES: M/S/C that the minutes of June 6, 1996 be approved as mailed;

IV. CHIEF PROBATION OFFICER Flowers REPORT:

Todays count is 122 detainees in Juvenile Hall (JH). During the month of June there was 250 admissions of boys and 47 girls totaling 372 boys and 71 girls at JH. The end of the month

population for the boys were 102 and for girls 20. {discussion regarding the population report distributed by the CPO}. **LCRS update:** Johnny Miller is doing a great job at LCRS. He [Johnny Miller] accompanied ten (10) boys including approx. thirty family members on a camping trip for the weekend to a Boys Scout camp. Testimonies from youth and their families spoke about the trip and how they benefited from the experience during the Juvenile Probation Commission (JPC) meeting.

Q: Has a strip search policy been developed? **A:** No strip search policy exists but the staff has been given a directive not to strip any persons in the presence of the opposite sex.¹; The directive states no male shall be present [during a female strip search]². A arrangement has been made with the police department when there is not a sufficient number of women on duty, the police department will send female officers to assist with female strip searches. **Q:** What is the difference between a policy and directive? **A:** A directive is an order from the CPO for males not be present, though it is not in the policy and procedures manuel; **followed an extensive dialogue** *The JJC decided it will review the policies and procedures manuel, addressing these issues at the next Liaison meeting.*

Q: Does the JH use ACA or the State standards manuel? **A:** Though the manuel may reflect ACA standards it is a JH manuel. The manuel is in the process of being updated, however, the process is time consuming and very lengthy.

V. WOODSIDE LEARNING CENTER Donald Toomer: Principal Toomer distributed the summer school schedule for JH students and a literary magazine. The magazine contains poems and essays written by detainees at JH & LCRS; this project is funded by Woodside Learning Center with assistance from the teachers at JH. **Comment:** S.F. State has a creative writing department which the youths may benefit from. Toomer will follow-up with this suggestion. JH summer school is in its' third week; summer school will be in session for five weeks instead of the normal six weeks and last six hours instead of four. Students will receive 7 1/2 units for the summer. The regular school year will begin in August instead of September. The summer program has been positive with the new teachers added to both LCRS and JH.

Q: How will the 7 1/2 units transfer into regular academic units when the youth leave JH? **A:** The units will follow the youths academic records. **Q:** Does LCRS offer Wood Shop for the detainees? **A:** No, woodshop was a hazard to detainees. **Q:** Are the computers operating in LCRS? **A:** Yes, with the exception of one computer. A computer lab will be coming soon

¹ a strip search policy was developed and has become part of the Policy and Procedures manual after this meeting.

² An incident occurred [January '95] when a detainee who refused to be processed and was strip searched with a male counselor present.

LCRS. **Q:** Is the computer lab in JH open? **A:** No- the computer lab has remained closed due to the construction in JH; it has been closed since April/May.

- VI. CHAIR REPORT** Anson Moon: The **concept of smaller ad hoc committees**, discussed at the retreat will be pursued. The first of a series of committees will be an educational committee. A girls task force and a committee assigned to review health issues and programs are being discussed. Prior to developing the committee, members should prepare in writing an outline of the goals and objectives of the committee including, which members will participate.

Recommended Report Guidelines has been created and distributed by the Administrator. The guidelines will allow the JJC to establish a report and investigation process including organizing investigations/inspections, when reports will be issued, and how the findings and recommendations reported. Comments and suggestions about the report process should be forwarded to the Administrator. JJC members are eligible to attend **training classes** through the Probation Department which will assist them in their role as Commissioners. On August 10, 1996 the Youth Law Center will provide **inspection training** for all JJC members and those members interested on the JPC as well. This year the **Juvenile Justice Conference** organized by the Board of Corrections, will be held in Fresno during the month of October. Commissioner Cowan and others who attended last years conference recapped about the benefits of attending the Conference.

VII. COMMITTEE REPORTS:

Facilities Committee- Gary Harrington: Suicide ideation noted in the May - June incident reports are being followed up. The committee will review and follow-up why no strip search policy exist.

- VIII. PUBLIC COMMENTS:** Michael Fuller (private citizen) expressed his opinions about the JJC suicide investigation process.

- IX. ADJOURNMENT:** 5:45 Closed session 6:45

Binder



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

August 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson	Harrington
Cowan	Moon
Bates Creel	Pavlenko*
Dupre*	Vadas
Hale*	Willis

Yolanda Bell {JJC Administrator}

Commissioners Excused:

Cohn, Elizalde, Goldner, Harlan & Rodriguez

Juvenile Court/Probation Department staff present:

Presiding Judge Ina Gyemant

Chief PO Flowers

ACPO Rudy Smith

and any staff from probation

Guest Present:

Aimee Exnicios

Michael Fuller

Allen Jones

III. No APPROVAL of MINUTES

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

\$10,000.00 has been received for an ombudsmen through Superior Court. The Probation Department will match funds for this position through the ranches and camps budget if approved by the Juvenile Probation Commission-(JPC). The Ombudsman will perform duties both at YGC and at LCRS. The next step will require the JJC to prepare a profile for the Ombudsman. **Discussion:** The Ombudsman acted as an consultant for the department, the court and the JJC and can be defined as a problem solver. Previously, the Ombudsman would communicated concerns from detainees, with recommendations to the CPO and the Presiding Judge bringing "articulation to the grievance process". Non-profit organizations are available to perform as Ombudsman with monies from grants. **Recommendation: Form**

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a committee to review the Ombudsman position; Bates Creel volunteered to organize the committee.

Youth arrested on the weekend will be processed faster. Currently no D.A.'s are on duty during the weekend and youth are processed on the detention calendar in court usually on Wednesday. Starting September the Probation Department will have an additional Probation Officer on site for the weekends and a D.A. will be available either in YGC or at the Hall of Justice to review reports and decide on charges; the detention calendar will be on Monday & Friday afternoons. Some youth may be released a few days sooner. Q: What trends are you [Judge Gyemant] seeing in your court that the JJC needs to be aware of that are concerns to you...that the commission may be able to assist you? A: I am seeing more Asian gangs, serious allegations i.e home invasion, robberies & rapes and kidnaping w/assault. Judge Woolard will be invited to the next meeting perhaps trends may be discussed. Comments: Issues regarding placement, group home runaways and warrants will be referred to the Court/Wardship committee.

V.

CHIEF PROBATION OFFICERS REPORT-Ed Flowers CPO:

The count is going down. 106 youths are detained and all of the units have been opened since the remodeling including RU. The assessment unit will be open within two weeks. 65 youths are being detained in LCRS. The JPC membership is almost complete; three new members were sworn in today[including JJC member Damone Hale]. The Health Department has completed the inspection of JH during the weekend. A report is pending which will cite minor deficiencies (i.e. refrigerators in the units do not have thermometers, light bulbs, etc.). Staffing positions have been filled with the exception of four full time positions; on-call personnel are being utilized.

Comments: Girls undergarments and shoes do not accommodate large girls. Can clothing issues be examined? A: Both the director and assistant director of JH are women and are addressing this issue. A washer & dryer has been installed in G2 to alleviate the laundry issue.

Comments: Closure of the computer room due to construction effected the summer school program. Is the computer room still closed? A: The computer room was closed due to construction, however, it has been re-opened though summer school has ended. An intermediate program is in progress until school re-opens in the fall. Q: What is the status of H.V.? A: There are no detainees in H.V. Comments: There has been an ongoing problem of mixing the girls. Are alternatives being considered for utilizing H.V. for girls? A: The Chief Probation Officers Association are looking for ways to collaborate with other counties to utilize H.V. not specifically for girls though the need is being discussed.

Comments: Privatizing H.V. & LCRS; A: There are no plans for privatization. Q: What process is used to evaluate Community Based Organizations (CBO's)? Is the MOU in place with SPY? Q: The MOU's are in the hands of the health department though meetings are ongoing with SPY. The CBO matter is before the JPC. Q: Has there been any collaboration

with the police department or CBO's to stream line the new approach on crime? **A:** The JPC is working on an overall plan to include the police department and community based organizations, unfortunately the JPC meetings has not had a quorum and have been unable to address this issue. **Comments:** The effects of crimes on victims. **A:** The plight of the victim is always taken into consideration. **Q:** Are there ways to track recidivism? **A:** I'll [CPO] look into the matter.

- VI. CHAIR REPORT** Commissioner Moon: Two ad hoc/committees have been formed including education which will be chaired by Commissioner Dupre. Dupre: An effort will continue to develop the rapport with the education department. Creel: Fact finding efforts have begun to evaluate closer the girls issues.

New committees:

Education
Dupre
Harrington
Moon

Girls Task Force
Creel
Willis
Adlo-Robinson
Pavlenko

Ombudsman
Creel
Dupre

VII. COMMITTEE REPORTS:

Facilities- Gary Harrington: A film about **date rape** written and produced by young women was introduced to the JJC by Youth Commissioner Andrea Rodriguez. The film was greatly attended on July 18th, in Woodside Learning Center and will be utilized as an education tool. The film was about 15 minutes in length which triggered discussions about the affects of date rape. **Contraband** in JH was reflected in the incident reports. **Discussion:** Gangs in JH. {follow-up at Liaison mtg}. **Facility inspection training** will be held on August 10. The policy addressing **strip searches** [during admission] has been added to the policy and procedures manual.

Suicide report-members verbalized their concerns about the report process and responsibilities to the protective order. Commissioner Adlo-Robinson expressed concerns of the breach of trust which may exist [among members], and where investigation tapes are located. **Motion:** As a result of Commissioner's Hale appointment to the JPC, a letter should be addressed to Commissioner Hale requesting any and all information concerning the suicide be returned to the JJC office, including the "red" notebook, office keys, etc. **S/C.** [It has since been clarified that Commissioner Hales is able to serve on both the JPC & the JJC]

- VIII. PUBLIC COMMENTS:** Michael Fuller expressed his opinions regarding contraband, gangs in JH; Aimee Exnicios discussed the possible ways contraband may enter JH, including problems with the weekend coverage in JH and programs for girls; Allen Jones expressed the need for a Chaplin in JH and the potential for a mass escape in the maximum security unit [B5].

- IX. ADJOURNED** 6:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

September 9, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Gary Harrington (Vice-Chair) at 4:12 p.m.

II. ROLL CALL: * arrived after roll was called

Commissioners Present:

Moon*	Adlo-Robinson
Bates-Creel	Cowan
Elizalde *	Harrington
Hale*	Vadas
Willis*	

Commissioners Excused:

Dupre	Cohn
Harlan	Goldner (leave of absence)
Pavlenko	

Commissioners Absent:

Rodriguez

Juvenile Court/Probation Department staff present:

Judge Charlotte Woolard (Department 30)
Court Commissioner Marvin Friedman (Department 29B)
Assistant Chief Probation Officer Rudy Smith
Yolanda Bell {JJC Administrator}

III. APPROVAL of MINUTES:M/S/C the minutes of August & July 1996 be approved as mailed.

IV. JUDGES CORNER/ Judge Woolard & Commissioner Marvin Friedman:

Judge Charlotte Woolard has been a Superior Court Judge since November 1995 and was appointed to the Municipal Court in 1993. Judge Woolard was a litigator in civil insurance for six years and in the District Attorneys office for six years as a prosecutor. Much of her work involved child abuse and sexual assault cases.

Marvin Friedman Court Commissioner worked for the Department of Social Services before becoming a Juvenile Probation Officer and he practiced law for approx. 24 years before

becoming a court commissioner nine (9) years ago. Commissioner Friedman has been at YGC for seven years.

Both department 29B and 30 hears the delinquency issues. Youths not on probation are seen in Commissioner Friedman's courtroom department 29B and youth on probation are seen in department 30. 707b offenders (cases that may be transferred to the adult jail) are heard in the courtroom of Presiding Judge-Dept. 29. The bench officers follow several criterias when deciding whether to detain a minor: a) protection of the minor, b) protection of the property of others, c) violation of the court order, d) attempts to escape (youths who were in custody previously) e) recommendations from the probation department.

Q: Are those minors who commit serious felonies detained-- aside from murder? **A:** The law states that every case regardless of the offense has to be considered on its individual circumstances. The seriousness of the offense weighs very heavy and as a practical matter (i.e. anyone who uses a weapon, causing injury, is likely to be detained.) The **home detention program** (Probation Department) allows a minor to be released under strict conditions. The minors have a 6p.m. curfew, must attend school regularly, counseling, etc. and they are monitors daily by the Probation Department. Other programs such as Detention, Diversion, Advocacy Program (DDAP) and Bayview Hunters Point assist the department by working in conjunction with the family; The court evaluates the minors' performance in the programs and determines whether the minor should be released.

Q: Is age a factor when determining whether to release a minor? **A:** Yes, including the academic records of the minor, family situation, the offense, attitude, and the Probation Departments' recommendation. The Probation Departments' recommendation is important for its their responsibility to speak to the minors' family, the judicial officers does not have the opportunity to speak to the minor or their families. Judicial officers depend in large part on the P.O.'s recommendation. **Q:** How did it happen that the youths who allegedly ganged raped the young lady in the Western Addition were released without being involved in the system? **A:** Judge Woolard: That is not true. They [the youths] were held initially and evaluated on a case by case basis and the youths were not immediately released. Each case was independently evaluated for the public's best interest and the best interest of the minor. Public safety is paramount.

Commissioner Friedman: Often the public is not aware that on many cases no petition is filed, no charges are filed, the evidence is insufficient so the court must weigh the information to see if the person has actually done what they are being accused of. **Commissioner Adlo Robinson:** This is the third gang rape in the African American community of a female where the accusers were released over the objections of the District Attorneys office and the victims or their families receive no support as they worked through the crisis. **A Serious Offender**

Program exists through the Probation Department which includes both serious offenders and sex offenders and has been very successful.

V. **PROBATION DEPARTMENT REPORT/ Rudy Smith ACPO:**

Q: How does overcrowding impacts which minors are held and /or released? **A:** We try to release as many minors as possible to keep the count down, keeping in mind there are repeat offenders. Parents/adults are responsible for returning the youths to court. Serious offenders regardless of the JH count are detained.

Q: Approx. 20% of the youth held in JH are due to placement failures. Can a contract be initiated between other agencies (i.e. Huckabee House) for those youth who are have experienced placement failures and awaiting placements? **A:** It's agreed that youths who have failed in placement should be awaiting somewhere else not JH; there are plans to discuss this further both here and in San Mateo County. **Comments:** Mental Health issues also contribute to the reasons of placement failures; the JJC should profile the youths who have failed in placement and why; other contributors of placement failures are seen in mixture of youth, no program structure and the lack of house management.

(out of sequence)

There is an ongoing investigation in the **embezzlement** that has taken place in the Probation Department; the alleged embezzler is in the Philippines and will be extradited to the U.S.

Q: Has there been an impact on services and where did the money come from? **A:** It came from a revolving budget distributed by the controllers office. The purpose of having the revolving fund allows P.O.'s to purchase items for the youths rather and has a limit of \$200.00. No interim CPO is in place and the only resignation in the department so far is CPO Flowers.

VI. **CHAIR REPORT:** Commissioner Vadas (U.S. District Attorney): The embezzlement that took place within the Probation Department is being investigated by U.S. District Attorneys Office. Commissioner Vadas recused himself from any matters regarding the embezzlement.

Facility inspections are beginning this month thru October 31st and will be divided by interest groups rather than articles. To avoid delaying the report all members are requested to meet with the Administrator following their inspection. This will allow findings and comments to be compiled expeditiously. Sections that are not completed timely may accompany a stand alone report. All members are requested to participate in the inspections. Inspection instruments and the Title 15 procedures were distributed.

VII. **PUBLIC COMMENTS:**

Michael Fuller, private citizen- commented on the issuance of the suicide report;
Aimee Exinicos, Non Resident Intake-commented on the audit of the Probation Department.

VIII. **ADJOURNMENT:** 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellogg Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher

Anson Moon

Gary Harrington

Ruth Cowan

Georgette Elizalde

It was moved, seconded and carried:

To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:...the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 2

Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 3

-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

Adopted General Meeting Minutes
March 2, 1995
Page 2

is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item
-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

-the need for a written report or prepared questions from the CPO prior to meetings in his absence
-determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;
-revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

XI. ADJOURNMENT: 6:15 p.m.

6:00 p.m. M/S/C to stay fifteen minutes over



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

**Adopted General Meeting
May 4, 1995
Page 2**

the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

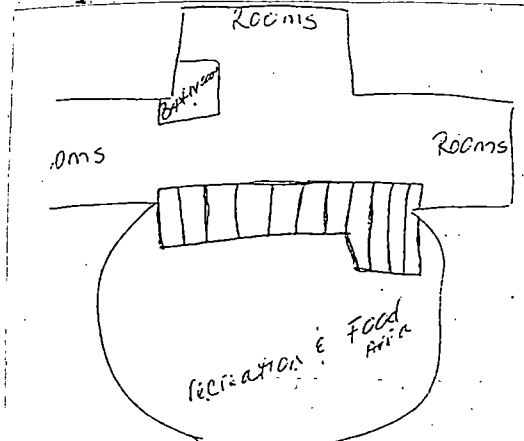
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. **ROLL CALL:** by Secretary-Commissioner Elizalde

Commissioners Present:

All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant

Chief PO Edgar Flowers

Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. **APPROVAL of MINUTES:** M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. **ELECTION OF OFFICERS-** Commissioner Harrington

Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasurer
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. Motion: to approve the slate as presented, second, carried.

V. **CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:**

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned:
Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellog Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher
Anson Moon
Gary Harrington
Ruth Cowan
Georgette Elizalde

It was moved, seconded and carried:

To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:...the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 2

Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 3

-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

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is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item

-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

-the need for a written report or prepared questions from the CPO prior to meetings in his absence

-determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;

-revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

**XI. ADJOURNMENT: 6:15 p.m.
6:00 p.m. M/S/C to stay fifteen minutes over**



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

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May 4, 1995
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the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursuing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

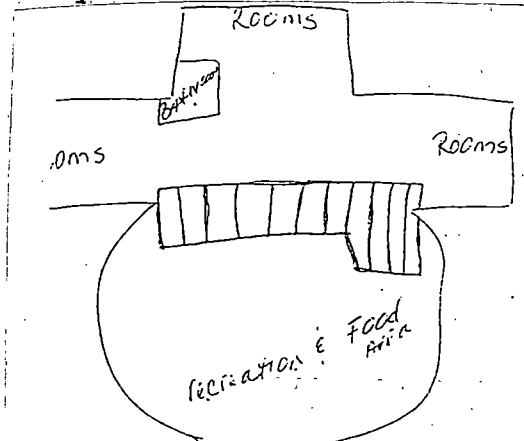
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. ROLL CALL: by Secretary-Commissioner Elizalde Commissioners Present: All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant
Chief PO Edgar Flowers
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. ELECTION OF OFFICERS- Commissioner Harrington

Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasure
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. Motion: to approve the slate as presented, second, carried.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned:
Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING January 4, 1996

- I. **CALLED TO ORDER:** Anson Moon (chair) at 4:10 p.m.
- II. **ROLL CALL/ INTRODUCTION OF COMMISSIONERS**
All Commissioners present with one exception
Commissioner Excused:
Georgette Elizalde
Commissioners Absent:
n/a
- Juvenile Court/Probation Department staff present:**
Presiding Judge Ina L. Gyemant
Chief Probation Officer, Edgar Flowers
Fred Virgilio, Director Probation Services
Don Chan, Secretary Juvenile Probation Commission
Yolanda Bell (JJC Administrator)
- III. **APPROVAL of MINUTES:** minutes of December 1995 be approved as mailed **Action item-** M/S/C. November 1995 minutes (page 2) should reflect Youth Commission not "Youth Court".
- IV. **JUDGES CORNER/ Ina Gyemant, Presiding Judge:**
-A dependent and delinquent youth of the court committed suicide in an out-of-home placement. Commissioner Cohn spoke to Judge Dondero and confirmed that the Court had no objection to the Juvenile Justice Commission investigating the suicide;
-The Queens Bench-A Women's Lawyer organization attended a Christmas Party for the girls in G2 and it was very well received. The girls talked about their experiences in JH and the programs available to them. Overall a positive experience.
- V. **CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:**
-The CPO had the opportunity to meet the new Juvenile Justice Commissioners, and took them on a tour through JH. Population statistics for December: admission=234 males and 61 females for a total of 295;the average daily population=males approximately 100 and 21 females. The average length of stay for males were approx 13 1/2 days and 10 1/2 days for females. The population today is 103 with 21 at H.V. and 21 females. The girls population is high and can be attributed to the court detaining a larger number of girls due to their charges. JH statistics will be computed differently and a revision is forthcoming.
- A ward of the court has unfortunately committed suicide which is being "routinely investigated" by the medical examiner.A

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report is expected in six to eight weeks. **Q-Commissioner Harlan:** Santa Clara County has a multi-disciplinary team that investigates cases when a suicide is committed including tracking what could have happened..does San Francisco have a similar service? **A-CPO:** No-not formally. CPO provided brief background information about the youth; He was monolingual, attended Newcomer High School and the Horizons after-school program, was involved with other programs and was receiving counseling services.

Chair: The JJC will be investigating the suicide incident including a follow-up of the attempted suicide last year (1994).

Comments-Commissioner Cowan: Applauded the department and the staff for positive changes which has occurred in JH.

Hidden Valley> Commissioner Moon: What are the plans for H.V. since the Probation Department has passed a resolution allowing H.V. to remain open? **CPO (discussion-summary):** H.V. has been opened since August and was initially planned for temporary housing, allowing two units in JH to close during renovations. The Probation Commission has reviewed the programs at H.V., including speaking to parents who supported the opening of H.V. resulting in a resolution passed. Additional personal would be required at Hidden Valley, therefore, the department has decided to close one unit in the JH allowing staff to be utilized at H.V. Historically, a unit is always closed in JH. The closure of one unit in JH will allow housing for 30-40 youths at H.V. eventually relieving the overcrowding in JH. (i.e. housing girls in B1 verses G2);

Will the Court sentence more youths as a result of more beds available? (extensive discussion summarized)

CPO: No. **Judge Gyemant:** The court receives a daily count and has in the back of their mind how to get a youth released. More beds does not influence the courts' decision to detain more youth. **Probation Department:** The Department spends a considerable amount of time reviewing if youths may be released early. These are youths who will be recommended for probation in an attempt to maintain JH below capacity; Though bed space is limited, JH must be prepared to respond to the inflexible count--H.V. is the alternative. **JJC-Q's:** What is the logic of transporting youth one and a half hours away instead of housing them in JH? How many times was JH faced with the crisis [overcrowding situation]? Which detainee will go to H.V.? **Probation Dept:** Youths who are not violent and those who can operate in an open setting, without the intense restrictions currently exhibited in JH are sent to H.V.; Family access issues; how will families see their children? **Probation Dept:** Parents are allowed to visit H.V. and have expressed

satisfaction; additionally on Sundays there is a bus which transports visitors to LCRS and on occasion youths are bought to JH for family visits.

Commissioner Hale:(summation) Having more bed space (H.V. or JH) is not the answer for troubled youths. **Action item-M/S/C** The Chair will prepare a letter to the Probation Commission stating the concerns the JJC has about their [JPC] policies. Commissioners input are encouraged. **CPO:** In the past six months we have had an overcrowding in the girls unit...despite our efforts for early release these alternatives are not applicable for girls currently in custody. **Comments-Commissioner Adlo-Robinson:** Young ladies require special attention, which have different issues while being incarcerated, including detoxication, privacy issues;

Court School Program: This program allows youths to go to school while under Probation supervision outside of JH. A counselor is assigned to the community day school who works closely with the Probation Officers, reviewing the attendance, youth progress, academics and their behavior while in the program; PO's recommend youths who will be assigned to the program; This program has relieved some of the overcrowding at JH.

- VI. CHAIR REPORT Commissioner Moon:** views his role as that of a "Facilitator". The goals of the JJC will be determined by Commissioners collectively;
Committee assignments, functions and protocols (briefly discussed); **Work plans** including timeliness will be presented to the Executive Committee for approval; **An Observer** will attend the JPC meetings, providing updates at the JJC monthly meetings; Jan-March observers are Commissioners Cowan and Willis-Juvenile Probation Commission meetings are held the 2nd Wednesday. **Standing Rules** first draft will be completed by January 31; Commissioners Adlo-Robinson, Harrington and Moon has been assigned to the committee. **Barrier gate** policies and practices has not been established by the JPC;the JJC will take an active role with the JPC in formulating policies and practices of the barrier gates {Facilities Committee}.

6:15/ Action item: Extend the meeting 5 minutes M/S/C.

VII. COMMITTEE REPORTS:

Court/Wardship Committee - Steve Cohn: A thorough investigation of the suicide will be performed, including interviewing all individuals and departments involved.

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Facilities Committee-Timothy Dupre & Youth Commissioners:
"Barrier gates do not look harsh..they [barrier gates] did not feel offensive." The Youth Commissioners received a tour of JH and had the opportunity to view the merits program, discussing their observations of laundry with the staff. (this item referred to the Liaison Committee); A **religious** program took place at LCRS on January 6; as a result of the program regular Protestant services has been scheduled at LCRS.

VIII. NEW BUSINESS: Girls at Risk - Task Force

Girls at risk will be examined closer with the Facilities Committee. **Action item:** A task force be implemented to explore "troubled girls", including taking a closer look at girls issues, the population count and overcrowding issues. **Call for the question-Approval of the Task Force M/S/C;** The task force will make recommendations through the Executive Committee; Commissioner Adlo-Robinson will Chair the task force.

IX. ADJOURNMENT: at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

February 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon, Chair at 4:20.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo-Robinson	Sparky Harlan
Steve Cohn	Damone Hale
Ruth Cowan	Gary Harrington
Georgia Creel	Anna Pavlenko
Timothy Dupre	Nandor Vadas
Alexis Goldner	Rose Willis

Commissioner(s) Excused:

Andrea Rodriguez (Youth Commissioner)

Commissioners Absent:

Georgette Elizalde

Juvenile Court/Probation Department staff present:

Judy Griffin, Director of Juvenile Hall (representing Probation Department)
Don Chan, Juvenile Probation Commission
Yolanda Bell {JJC Administrator}

Guest Present:

Robert Figone, Administrator Pupil Services of San Francisco Unified School District
Donald Toomer, Principal of Woodside Learning Center

Woodside Learning Center Faculty:

Richard Wheeler	Dr. Reed Rhodes
Patrick Dunn	Jillina Pope
Ishmael Martinez	Berta Moore
Lois Cardinal	James Fithian
Irene Malone	Joyce Monroe
Sonya Taylor	
Robert Polich	

III. **APPROVAL of MINUTES:** M/S/C the minutes of January 4, 1996 be approved as amended.

IV. **JUDGES CORNER (Superior Court Judges not in attendance)**

Chair comments: The Juvenile Probation Commission has a vacant seat which are held by the Superior Court. Judge Gyemant has made recommendations, however those Commissioners interested may forward their resumes to Judge Gyemant for future consideration. **Comments:** Previously, appointments made to the JPC were members from the JJC since they were trained in the area of Juvenile Justice. Are we aware if the judge will continue the policy? The judge can select 1-2 names but the Mayor may reject her submissions; **Chair:** The judge may not be aware of the previous practice but she will consider members who submitted their resume.

V. **NEW BUSINESS:**

* Commissioner Dupre: Members of the Facilities Committee visited H.V. and spoke to the staff and detainees candidly. The committee were impressed with the enthusiasm of the staff and noticed that youth responded positively. **Recommendation:** Juvenile Justice Commissioners visit the various cottages at JH and hold "round table" discussions with staff including the educational staff, counselors, probation officers and maybe youth. The round table discussions would give the JJC a sense of what happens at the various levels encouraging objectivity from members {JJC dialogue} Commissioners Harlan, Moon, Dupre and Vadas will form a plan, outlining and submitting a recommendation to the Executive Committee.

* Commissioner Vadas: District Attorney Terence Hallinan would like to make a presentation to the JJC describing his goals for the next four years and what he foresees as prosecuting juveniles in San Francisco. **Action item- Motion:** The JJC will extend an invitation to District Attorney Terence Hallinan to attend the March JJC meeting S/C.

VI. **WOODSIDE LEARNING CENTER (WLC): JJC 1995 Juvenile Hall Report:**

Synopsis of the discussion led by Commissioner Gary Harrington: The JJC inspected Juvenile Hall March 1995 and produced a report of its findings which was published December 1995 (The JJC acknowledges the untimeliness of the report). Woodside

Learning Center was dissatisfied with the characterization of the report.¹ Donald Toomer Principal of WLC: "...we as dedicated educators feel the report [JJC 1995 JH Report] was unfounded and offensive." Mr. Toomer discussed what he perceived as inaccuracies contained in the 1995 JH report. The WLC faculty emphasized their experience.

Bob Figone, Administrator of Pupil Services-S.F. School Dist: "I thought I was reading a 1992 report..and I was quite upset." Mr. Figone credentials include former memberships on the California Youth Authority Parole Board, the Delinquency and Prevention Commission (S.F.) including the Juvenile Justice Commission. "I am displeased of what I read [JH 1995 Report] for it sends a message that we at JH in the educational department are not performing our jobs...we do have a goal at JH; "There have been new programs implemented in JH. Many changes have occurred since the insufficiencies that transpired at WLC in 1992". Mr. Figone suggested that a mechanism be activated reflecting the conditions of the JH educational department. He added that better communication between WLC and the JJC is necessary to move forward.

Commissioner Harrington agreed to review the report and if any inaccuracies exist they will be corrected. Future discussions with Mr. Toomer, WLC principal and Mr. Figone are being planned.

VII. Judy Griffin, Director of Juvenile Hall representing the Probation Department - re: JH 1995 Report

The following are primary concerns regarding the condition of JH (as cited in the 1995 JH Report).

- * Since the publication of the report all the units have been renovated including problems with the bathroom facilities (as cited on page 2 1995 JH Report). Final renovations will include additional bathroom facilities in both G2 and B4 units;
- * Electronic doors will be installed (time frame for installation were not available) and will be locked only in the evening;

¹Article VI of the reports cites "minimum school day of two hundred forty minutes" the report incorrectly noted the requisite should be 480 minutes; The JJC will correct this error in the follow-up report.

- * One person per room and double bunking; JH does not meet the state standard of one child per room when there is a high count. This deficiency cannot be corrected;
- * The [cracked] window in G2 has been repaired;
- * Undersized class rooms were accurately portrayed in the report;
- * Adequate lighting in the units will be retested once the renovations are completed.
- * Recreation- the lack of recreation as reported in B5, was a result of the split program which has been discontinued.
- * Religion-though various churches offer their services many youth lose their motivation for attending the Sunday services; This is a problem for JH. However, a solution is being sought.
- * Classification system-The computer system for which the classification system was written is no longer in function.
The system would allow detainees in JH to be classified. A request has been submitted to upgrade the system. This classification system is different than the one in the Probation Department.
- * The grievance system has improved and is ongoing.
- * Special dietary needs-JH was not aware that this section was not met.
- * Larger clothing- often larger clothing is not available and there is no resolution on this issue.

Motion: Extend the meeting for 15 additional minutes S/C.

VIII.COMMITTEE REPORTS:

FACILITIES: The committee visited H.V. and it appears durable; Discussion regarding whether the JJC will support a policy of more beds for youths. **Chair Moon:** A letter was written to the JPC regarding H.V. The JPC responded by expressing they did not make policy. **Recommendation:** The Facilities Committee work with the Probation department to develop policy for H.V.

COURT/WARDSHIP: Investigation of the youth who committed suicide last year continues.

IX. PUBLIC COMMENTS:

Michael Fuller (a private citizen) expressed his concern regarding the suicide investigation.

X. ADJOURNMENT: Meeting adjourned @ 6:50 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

March 7, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon Chair at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo-Robinson	Pavlenko
Bates-Creel	Vadas
Cohn	Willis
Cowan	Dupre (late)
Elizalde	Hale (late)
Harlan	Harrington

Commissioners Excused:

Goldner
Rodriguez (youth commissioner)

Juvenile Court/Probation Department staff present:

Presiding Judge, Ina L. Gyemant
Judy Griffin, Director Juvenile Hall
Yolanda Bell, JJC Administrator
Guest(s) Present:
Terence Hallinan, District Attorney

III. APPROVAL of MINUTES: M/S/C the approval of the minutes February 1996 be deferred until revision are made.

IV. Probation Department Report/ Judy Griffin, Director Juvenile Hall:

- **Staffing shortages:** JH is overcrowded and under staffed requisitions for new employees have been submitted to the Mayors' Office, however they have not been filled. 22 girls are in JH; due to staffing shortages one unit remains closed; there are six (6) units open including H.V. The on-call staff has been over utilized while waiting for vacancies to be filled. **Action item: Facilities Committee will review JH staffing crisis, determine if intervention or if a recommendation is needed M/S/C;**

V. **JUDGES CORNER/Ina Gyemant, Presiding Judge:**

A Youth Drug Court is being pursued. A committee went to Visalia to review their Youth Drug Court, the only one in the state.

Q & A: Who is on the committee? Bruce Chan & Janet Forsythe (Public Defenders office) Cindy Lee (District Attorneys office.) Norman Keeling (Probation Dept.), Jeff Mori (Mayors Youth Children and their Families), Director of the Haight Ashbury Clinic-advisor, Adrienne Miller (Traffic Hearing Officer), Robert Dondero (Bench Officer) & Commissioner Rev. Timothy Dupre; Will DUI be part of Drug Court deliberations? Yes it probably will be. Adrienne Miller has put together a treatment program for DUI.

VI. **PRESENTATION-District Attorney Terence Hallinan:** (the following is a summation of Mr. Hallinan's presentation)

JJC member introductions included features of both Facilities and Court/Wardship Committees; **Hallinan:** It is an exciting time in San Francisco, for people who are concerned with the status of our youth population and youth corrections. It is a wonderful position to have a Mayor, District Attorney and a Board of Supervisors who are at this point, on the same track for wanting to make improvements and finding money to do things that have not been done for a long time. Wanting to get the community together and get behind our young people.

- The District Attorneys Office will be making changes, though they have not been formulated. Changes will be seen in the Juvenile Correction system as a whole. Walter Aldridge will continue as head of the unit. The District Attorneys office will "beef" up the presence of the D.A. office with another Assistant D.A. who will take over probation violation and seek to improve the facilities, working closely with the court ensuring effectiveness and efficiency.

Mr. Hallinan is anxiously awaiting the audit which was requested by the Board of Supervisors recently, which he hopes will provide some guidance and "fresh ideas" of things that are done in other states, cities and communities. A proactive position is being taken with Juvenile Justice, Youth Guidance Center and young people.

- Hallinan reinforced his commitment to prevent crimes from happening as well as prosecuting crimes after they have happened. When a young person commits a serious and violent offence that person will be prosecuted in a meaningful way. The District Attorneys Office will attempt to develop ways that involve youth in the communities, involving ourselves with young people, playing a more leadership role

in preventing crimes from happening. Reducing the YGC population ideally under 110 [youth] would be a population that could be worked with in a meaningful way remarked Hallinan. Mr. Hallinan also expressed the importance of finding alternatives in the communities for non-violent and non-serious offenders and developing alternatives to incarceration. The District Attorneys office plans to develop individualized programs for youth offenders, including working with the Probation Department and tracking youth offenders throughout their careers, helping youths turn into a more positive existence.

- D.A.'s office "determined that the strip search was technically not a violation" since the young woman had a hearing at a previous time before she left and was returning to JH. The presence of male custodial personal at strip searches is not permitted with adults, and is not permitted with girl offenders in the California Youth Authority. The rules and regulations are unclear because of the phraseology of the hearing; Hallinan will be formulating a letter to either the JJC or JPC regarding the strip search, seeking a clarification of the rules. **Chair:** The JJC has looked into the situation with both CPO Flowers and Judy Griffin, due to the impending litigation we [JJC] are hesitate to issue a report at this time. The JJC will be working together with the Probation Dept./Juvenile Hall in an effort to clarify the policy guidelines. **JJC member comments:** The gender issue requires further examination; Both the JJC & the JPC are appropriate commissions for developing with the Probation Department policy guidelines; **Hallinan:** The JJC does have a role to play in looking into the strip search issue and as D.A. it [a strip search] will not happen again. **Commissioner Harrington:** "We have initiated the investigation and have spoken to people not only to find out what the actual events were that happened but what the record actually was, and we are very much working with the staff and the Director of Juvenile Hall to make sure it does not happen again and we will be making our recommendations."

VII. CHAIR REPORT:

Speakers will continue to address the Commission and its audience in the varied aspects of juvenile delinquency, which prove educational to everyone.

COMMITTEE REPORTS:

Commissioner Harrington- Facilities: The strip search incident is being followed-up, and a recommendation of policies and procedures will be made without factual findings, due to the impending litigation. **Action item-Motion:** The strip search discussion will continue in Executive session S/C. Undocumented youth at YGC pending adjudication was researched by Commissioner Vadas. The INS has several problems, there are no facilities appropriate for housing juveniles, no staff and often no parents at the youths original

homeland to take care of them; a discussion continues to take place within INS as they develop ways to prepare a protocol for minors in appropriate circumstances--who should be returned to INS custody and those re-patriot back to their homelands. **Q&A** Are un-documented youths being returned to INS? If there is an adult in the area (S.F./U.S) to be guardian the minor is turned over to that family. Griffin-Director of JH: The Probation Department does not generally get involved with INS, unless there is a transfer from the prison, county jail, or by court order. The JJC will continue to explore possibilities for un-documented youth. **Action Motion:** The Facilities Committee investigate and provide the JJC with a recommendation with respect to the INS issue. **S/C; Contraband-**How are the drugs entering JH? **Griffin:** The staff are not searching the youth properly.

Commissioner Cohn-Court/Wardship: The committee is dealing with one issue and that is the suicide. A decision was made to subpoena records from other agencies and departments. The responses from the subpoenas are expected by Friday. When the subpoenaed responses are received the committee will review and schedule interviews. This has extended the time needed to complete the report.

VIII. OLD BUSINESS:

Woodside Learning Center- Correspondence has taken place between the school and the JJC-a meeting is being planned during the month of March.

JH Overcrowding and double bunking did exist when several Commissioners visited JH led by Commissioner Dupre, occurred on 2/96.

IX. NEW BUSINESS:

Lark Thomas of Teenage Pregnancy and Parenting (TAPP) will speak at the April JJC General Meeting.

Thabiti Mtambuzi-commented on the 1995 Juvenile Hall Report. **Action item:** The JJC will "table" this issue until Facilities or Court/Wardship committee meetings.

X. PUBLIC COMMENTS:

Aimee Exnicios (Probation Department)- Commented on un-documented procedures;

Michael Fuller- (Private Citizen) Commented on 1995 youth suicide and strip search investigation.

XI. ADJOURNMENT: 6:25



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

May 2, 1996

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission was called to order by Anson Moon (Chair) at 4:15 p.m.

II. **ROLL CALL:** * arrived after roll was called

Commissioners Present:

Adlo-Robinson	Harrington*
Cohn	Moon
Dupre *	Vadas*
Elizalde*	Willis
Hale	
Harlan	

Commissioners Excused:

Cowan
Bates Creel
Goldner
Pavlenko
Rodriguez

Commissioners Absent:

n/a

Juvenile Court/Probation Department staff present:

Presiding Judge (excused)
Chief PO (excused) /Judy Griffin, Director of JH represented Probation Department
Yolanda Bell {JJC Administrator}

Guests Present:

-Members from the League of Women Voters
-Keith Choy, Mayors Criminal Justice Council

III. **APPROVAL of MINUTES:** M/S/C that the minutes of March 1996 be approved as amended; April 1996 minutes adopted.

IV. **PROBATION DEPARTMENT REPORT/ Judy Griffin, Director of Juvenile Hall** {Q's asked by JJC members, A's are Ms. Griffin responses}

..jjc\meeting\genmtg.may

Adopted General Meeting Minutes

May 2, 1996

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The JH admissions are down including the count. Today's count is 128 which includes 119 detainees housed at J.H. (Juvenile Hall), 19 at H.V. (Hidden Valley Ranch). There is one unit closed (B1) and one double bunking in G2. There are no major incidents or problems. The bulk of repairs has been completed in JH. Q: Counseling staff do not have any where to go for breaks; has this issue been addressed? A: Yes it has been addressed. A memo was circulated requesting input from the staff. Q: Are youths tracked who are cited and released? What is the recidivism rate including those who fail to appear? A: Those who fail to appear are minimum. Griffin did not have facts on recidivism. Q: How many girls are being detained? What are the most frequent charges girls are held on? A: There were 21 in the a.m. G2 is open and one room has two girls. The most frequent charges including the recidivism rate would be forwarded to the JJC later. Q: Is there still a contract with Santa Clara for housing of youths. A: Yes, however, Santa Clara do not have any available beds.

Q: Has there been a noticeable difference in the population since the Chief of Police issued the directive stating not every youth should be booked/housed? at JH A: This was not a new directive but a reissue of a general order originally issued in 1989--despite the media's input. However, this issue was discussed in a meeting held between the Court and Probation and it was realized that due to the new police officers they should be reminded of the general order; there had been some admissions that should have been cited but were being admitted. There has not been a "drastic" difference in the population and [since the directive] it has not had a large impact either on citations or bookings.

Approx. a month ago the JJC requested that an interim **strip search** policy be implemented. What is the policy status? A: We have requested the police department to assign female officers as back-up when there is not enough female staff on duty in JH during the graveyard shift. Policy and procedures for the formal strip search has been submitted to the City Attorneys' office. Q: Can a female sheriff be placed in JH on an ongoing basis during the graveyard shift? A: We can look into this issue. Q: Has a interim or formal strip search policy been implemented during normal business hours. A: A formal policy has not been implemented until it is approved by the City Attorneys office-though an informal policy is in place.

Q: Is there any medical or SPY (Special Programs for Youth) available at H.V. or does a contract with local medical facilities exist? A: Nursing staff is at H.V. three day a week (short hour days) and at LCRS five days a week. Psych staff is at LCRS an "equivalent" of five days a week. Griffin was unsure of the actual schedule or hours which vary. In emergency medical situations, standard emergency procedures are utilized. (i.e Medivac, 911, etc.) Depending on the emergency, the staff will drive the youth to the closest medical facility. JH has psych staff available until 8p.m. and JH medical staff evaluates youths whom are ill (i.e. headaches, etc.)

Q: What is investigation status of the youth who was injured while being transported? **A:** The investigation has not been resolved and communication with the District Attorneys Office has not disclosed whether the incident was a criminal violation. **Q:** Currently are there any youths on home detention with the electronic monitoring system. **A:** We do not have anyone on home detention; a few months ago, the Judge did order a youth to wear the electronic devise--unsure of the status of the youth. **Q:** Does a substance abuse contract still exist? **A:** Yes.

V. CHAIR REPORT

The **audit report** has been distributed; all members are encouraged to review the report. At the last meeting Judge Gyemant (Presiding Judge) and CPO Flowers were of the opinion that the audit was the only audit contemplated, however, the CRA does recommend (pg. 11) an internal audit of the Probation Department including YGC. There will be two audits. [a point of clarification- Commissioner Hale]; **There was a meeting w/ the Educational Department** (members who attended the meeting was Commissioners Moon, Dupre, Harrington and the Administrator). The purpose of the meeting was to develop a rapport, resolving issues that needed further clarification; it was also agreed that if any errors or items which required further explanation they would also be addressed. The meeting ended on a hopeful note and [more meetings are being planned]. The school district suggested members of the JJC "drop in" on some of the classes, reviewing the programs, to gain a better feeling of the education department. The JJC **retreat** is scheduled for Saturday, May 4, 1996 @ 9:00 a.m. all members are requested to attend.

Committee Reports:

Court/Wardship Committee - Commissioner Cohn Chair, The suicide report is pending and **group home** visits are being planned; Prior to visiting the group home, the committee prepares by requesting program information from the group home, the committee submits an advance sheet to the home, and provides the group home with at least 48 hours notice of the visit. The **suicide** investigation has consisted of interviewing personnel within JH and Probation Department staff. The next phase will include interviewing staff of the group home and community based organizations who had contact with the minor. The report will go through a lengthy processes including drafts, editing, and JJC members reviewing the report, before a final report is printed and distributed at the **July 11, 1996 General Meeting**.

Facilities Committee-Commissioner Dupre (Co-Chair), The committee met and discussed the status of **interim strip search policy** and its implementation, the components of the **annual inspection**. The committee recommends JJC members speak to each department informing them of the criteria we will utilize prior to inspecting the facility. Meeting with departments in advanced will allow the JJC to take a "cooperative approach," alleviating staff apprehensions, and aim for better communication. No dates have been scheduled for the annual inspections. The committee offers its support to **Girls Task Force**.

Adopted General Meeting Minutes

May 2, 1996

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VI. OLD BUSINESS: Dept 29B has two stools in the holding cell and due to the fire codes there are no plans for additional seating.

VII. INTRODUCTIONS:

Several JJC members attended the reception for Kimiko Burton, Mayors Criminal Justice Council; Keith Choy from MCJC, highlighted the functions of the varied departments (i.e. grant writing, the monitoring of all the criminal justice departments, etc.) including other issues under MCJC.

VIII. ANNOUNCEMENT: Commissioner Dupre: Commissioner Hale had a death in his family and the JJC expresses its condolence.

IX. ADJOURNMENT: @ 5:45

**JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

JUVENILE JUSTICE COMMISSION MEETING ANNOUNCEMENT

The JUVENILE JUSTICE COMMISSION MONTHLY GENERAL MEETING
will be held Thursday, May 2, 1996 at Youth Guidance Center in the MAIN
CONFERENCE ROOM, 2nd FLOOR. The topic will be announced.

The meeting will begin at 4:00 p.m, the public and all departments are invited to
attend.

..\meeting\announce



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

updated 5/7/96

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 4, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:15 p.m.

II. ROLL CALL:(* arrived after roll call)

Commissioner Present:

Adlo-Robinson*	Hale*
Cohn	Harlan
Cowan	Harrington
Bates Creel*	Moon
Dupre	Pavlenko
Elizalade	Rodriguez*

Commissioners Excused:

R. Willis

Commissioners Absent:

Goldner
Vadas

Juvenile Court/Probation Department staff present:

Presiding Judge
Chief PO
Yolanda Bell {JJC Administrator}

Guest Present:

S. F. League of Women Voters - Introduction by Commissioner Cowan
Mayors Office staff

III. APPROVAL of MINUTES: M/S/C the minutes of February 1996 be approved as amended; March 1996 minutes approval deferred until May meeting. M/S/C

IV. JUDGES CORNER/Ina L. Gjemant , Presiding Judge:

Drug Court is proceeding; The next meeting [Drug Court] will include planning a program and looking at eligibility, which will be worked out with the Public Defenders and the District Attorney's Offices. Q: What steps can the court take to reduce the population? A: CPO Flowers has put together a new unit called Detention Control headed by Melinda Mills. The unit reviews the count daily. The review includes assessing each minor held in JH, why they are detained, determine if youth are eligible to be released, and instuiting community support so the youth can stay released. The court does not want to have a revolving door. The judges

are not releasing any youth that may be a public safety threat. Q: When the count is approx. 180 do you review it? A: No, Judge Dondero reviews it.

V. CHIEF PROBATION OFFICERS REPORT/ Flowers CPO:

The JH count is 129 youth; there are 109 boy and 20 girls, 19 youth are being detained at HV Ranch. The bench officers and the Probation Department has met to re-endorse the standing order when the count is over capacity in JH. The court agrees to review each case, and it is up to us [Probation Department] under the court order issued to bring kids for review -- which is being done; The count is taken seriously. Detention Diversion Advocacy Program (DDAP) is also working in conjunction with Melinda Mills and supervisors of Intake to assist in lowering the count.

Q: What are the current staffing needs? A: We have not received the five (5) requisitions promised. The civil service rules require employment be offered to those on the eligibility list unless those on the list are not sufficient. We are certifying people on a temporary basis for JH. Q: Are the employees working back-to-back shifts? A: Overtime is not wide spread..we hope to avoid it. Economically on call employees are more cost effective. **Judge Gyemant:** Judge Dondero also determines the number of cases that are post jurisdiction and pre dispositional in an effort to cut down on the number of youth held in JH.

CPO: The count has been reduced by fifty (50) youths. Reductions are cyclical but they also reflect the departments efforts. Q: Due to the current staffing situation how would you assess safety? A: "...overworked employees are more of an issue than safety."

The **auditors** assigned to review the Probation Department did not perform an investigation. The auditors/consultants were not a management tool. {dialogue, unclear of the auditors roles}; The JJC submitted a letter requesting an interim **strip search** policy be instituted opposing the performance of opposite gender searches. Policy and practice guidelines for an interim has been developed and are being reviewed by the City Attorneys Office. The interim policy will be made available by the end of the month. The department is in the process of arranging for the Police Department to have female officers available in the evening. This will ensure another incident will not occur. A report on the strip search has been completed with distribution guidelines. Requests for the report should be forwarded to the City Attorney Office. (JJC members expressed frustration of not having a strip search policy previously and the message the search sends to youth).

Action item-Motion: The Chair will prepare a letter to the City Attorneys Office and request a copy of the report. S/C.

VI. CHAIR REPORT:

Members should plan to attend the **reception** for Kimiko Burton the new Director of the Mayors Criminal Justice Council.

A **Spring Retreat** is planned for May 4, 1996. There will not be any training during the retreat from Youth Law Center. The Chair will prepare the retreat agenda and suggestions may be submitted.

Facilities Committee- Gary Harrington, Committee Chair: The committee investigates issues and policies as it relates to the overall operation of JH, HV and LCRS, including overcrowding concerns and staff shortage issues. Incident reports are reviewed and problem areas are discussed with the department in a Liaison meeting held monthly. Incident reports for March reflected fewer incidents, which may attributed to the decreased population. An annual inspection of the facilities will be postponed due to members participation in other investigations. *The Committee will review the following issues:* meeting w/various departments prior to inspections, undocumented youths and the detention facility in Santa Rosa,

Court/Wardship-Steve Cohn, Committee Chair: Court/Wardship committee handles issues related to youth who are declared Wards of the Court and those assigned to out-of-home placement. Examining youths placed in SF., understanding the group home process, the Probation Department responsibilities including communication between the two areas are focuses of the committee. The committee has concentrated for the past few months, on the youth who committed suicide (12/95). An estimated time frame for a completed report [suicide report] is tentatively 6 weeks.

Remaining issues:

- The time frame appears to be lengthy (many interviews are necessary);
- Will the report lengthy preparation time allow the JJC to participate in public policy issues?
- The report process: Issuance of a preliminary report vs. a final report only;

Action item-Motion: The Court/Wardship Committee will issue an INTERNAL preliminary report on the suicide investigation by April 18-CALLED FOR THE QUESTION no opposition-M/C

Court/Ward committee will be visiting San Francisco group homes (602 youths) in the next few weeks.

VII. NEW BUSINESS:

- The Administrators' position and title -(referred to executive committee);
- The Media and the JJC: Members should refer media inquires to the Chair;

VIII. OLD BUSINESS: Thabit Mtambuzi, Director of SPY: Strip search policy does exist between Special Programs for Youth and the Probation Department.

IX. PUBLIC COMMENTS: Amiee Exnicios-Home Detention for Youth

X. ADJOURNMENT: 6:25 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING June 6, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Hale *
Cohn	Harlan
Cowan	Harrington*
Bates Creel	Moon
Dupre	Pavlenko*
Elizalde	Willis

Yolanda Bell {JJC Administrator}

Commissioners Absent:

Goldner, Vadas, Rodriguez

Introduction of Guest:

Lark Thomas - Teenage Pregnancy & Parent Project

Kimiko Burton - Mayors Criminal Justice Council

League of Women Voters

Jake Smith

Reporters} The Recorder Legal Newspaper

San Francisco Chronicle

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant

Chief P.O. Flowers

III. APPROVAL of MINUTES: M/S/C the minutes of May 1996 be approved as mailed;

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Youth Drug Court is in the 2nd phase of a long process a methodical approach. However, Youth Drug Court implementation is targeted for Spring 1997.

V. CHIEF PROBATION OFFICERS REPORT/ CPO:

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Adopted General Meeting Minutes

June 6, 1996

Page 2

(Q=are JJC members A=CPO response)

Hidden Valley is open but unoccupied...youth have returned to Juvenile Hall. B1 has re-opened. Hidden Valley staff is equivalent to one unit. Q: What are the changes pending in the girls unit? A: B1 will be converted to a girls unit; G2 will become an assessment unit and RU will remain the receiving unit. Q: According to the incident reports there were several suicidal gestures made by minors. These minors were placed on Q5. What is JH (Juvenile Hall) doing to monitor the behaviors of the youth? A: When suicidal behavior is observed SPY (Special Programs for Youths) is called. SPY then assesses the youth making the decisions. All questions regarding the medical procedures regarding suicidal ideology should be directed to SPY. {an extensive dialogue regarding the suicidal ideology ---CPO Flowers agreed to look into the matter including what type of gowns are given to youth during the suicidal watch.} Q: What's the staffing status? A: Requisitions are being filled. Thirteen counselors are needed.

- VI. **PRESENTATION:** Lark Thomas, Sr. Case Manager of **Teenage Pregnancy and Parent Project (TAPP)**-TAPP which has been in existence for approx. 14 years provides case management services to pregnant and parenting teens. Their services are aimed at both young ladies and men. TAPP locates community resources which accommodate the needs of pregnant teens. Such services may include prenatal for the young women, practical services, including daycare and schools. TAPP operates a pregnant school program and has had more than 100 young women enrolled. Additional TAPP programs include: the T-Rap program which is a prevention program; Case managers and peer counseling discuss pregnancy prevention issues at the middle and high school levels to facilitate by teens.

Besides mentoring young mothers, TAPP has resources for young fathers as well. The fathers are provided with similar services and resources as young women, including employment, relationship issues and a prevention program for young men encouraging sexual responsibility. This program is directed by case managers and includes peer counselors. Q: What type of assistance is provided regarding substance abuse? A: Substance abuse issues are discussed with both young men & women, and they are encouraged to abstain from abuse. However, actual substance abuse issues are referred to other agencies. TAPP has recently developed a relationship with SPY and has plans for a referral system.

Kimiko Burton, **Director Mayors Criminal Justice Council**-Highlighted concerns from the Mayors Office:

-The Mayor is committed to youth, ending the "revolving door cycle" to include treatment for youth and prevention; some ideas include more interaction from the **Probation Department** with youths, including **Community Based Organizations**; Accountability for CBO's remain an issue; grant requests to MCJC are monitored including obtaining approval

for a work plan which will also be monitored; CBO's are de-funded for non-compliance; the **Police Departments** has had a general order allowing them to **cite juveniles** for several years. No new policy has been created, police officers were reminded of their discretion;

Q: The directive was issued during overcrowding at JH was this a coincidence? **A:** The Mayor is concerned about the overcrowding issues and has spoken to the CPO. The issue became out of hand initiated by the media. A keener look will be taken at the detention criteria. A citation does not mean that the case goes away; severe crimes do not receive citations but they [youths] are taken into custody. **Comment:** Often a case may be discharged through San Francisco Youth Court who receives case citations cases both from San Francisco and San Mateo. approx. 50 cases per month. The jurors consist of youths who hear matters regarding, vandalism, petty theft, simple batteries. **Q:** What is the Mayors vision as it relates to Juvenile Justice in San Francisco? **A:** More intervention, fewer youth in the juvenile justice system, treatment for youths, education and early prevention for youth.

VII. COMMITTEE REPORTS:

Facilities Committee -Gary Harrington, Chair: Commissioner Elizalde was Incident Report Reviewer for May and noticed three (3) **suicidal gestures**. The committee has requested disposition of the youths for a follow-up. A **counselor used excessive force** on a youth this weekend and the counselor has been suspended pending an investigation. A **strip search policy** [per CPO Flowers] has been approved though the JJC has not received a copy of the policy. Harrington will review the strip search report in the CPOs' office. Mtambuzi of SPY will be speaking at the Facilities meeting on June 13th. All members are encouraged to attend. Court/Wardship Committee- Steve Cohn, Chair: Besides the breach of confidentiality the suicide investigation has proceeded on time. Members from other committees has contributed to the investigation. **Recommendation: Other commission members should review the report prior to being issued to the full Commission.**

VIII. CHAIR REPORT Anson Moon: A meeting is scheduled with the Chair, Vice-Chair and the Presiding Judge monthly to discuss issues. A summary of the meeting will be distributed to all commissioners.

IX. PUBLIC COMMENTS:

Don Chan, unaware that the JPC and JJC has an adversarial relationship;
Michael Fuller, expressed his opinion about the suicide investigation and the JJC process;

X. ADJOURNMENT: 5:45 Closed Executive Session



Binder

JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

July 11, 1996

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. **ROLL CALL:** * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Elizalde*
Cohn	Harlan
Cowan	Harrington
Dupre	Moon
Willis	Pavlenko*
{Yolanda Bell, JJC Administrator}	

Commissioners Excused:

Bates Creel
Rodriguez
Goldner

Commissioners Absent:

Vadas
Hale

Juvenile Court/Probation Department staff present:

Chief PO Edgar Flowers
Assistant Chief Probation Officer Rudy Smith
Donald Toomer, Principal Woodside Learning Center

Introduction of Guests:

Michael Fuller
Don Chan

III. **APPROVAL of MINUTES:** M/S/C that the minutes of June 6, 1996 be approved as mailed;

IV. **CHIEF PROBATION OFFICER Flowers REPORT:**

Todays count is 122 detainees in Juvenile Hall (JH). During the month of June there was 250 admissions of boys and 47 girls totaling 372 boys and 71 girls at JH. The end of the month

population for the boys were 102 and for girls 20. {discussion regarding the population report distributed by the CPO}. **LCRS update:** Johnny Miller is doing a great job at LCRS. He [Johnny Miller] accompanied ten (10) boys including approx. thirty family members on a camping trip for the weekend to a Boys Scout camp. Testimonies from youth and their families spoke about the trip and how they benefited from the experience during the Juvenile Probation Commission (JPC) meeting.

Q: Has a strip search policy been developed? **A:** No strip search policy exists but the staff has been given a directive not to strip any persons in the presence of the opposite sex.¹; The directive states no male shall be present [during a female strip search]². A arrangement has been made with the police department when there is not a sufficient number of women on duty, the police department will send female officers to assist with female strip searches. **Q:** What is the difference between a policy and directive? **A:** A directive is an order from the CPO for males not be present, though it is not in the policy and procedures manuel; **followed an extensive dialogue** *The JJC decided it will review the policies and procedures manuel, addressing these issues at the next Liaison meeting.*

Q: Does the JH use ACA or the State standards manuel? **A:** Though the manuel may reflect ACA standards it is a JH manuel. The manuel is in the process of being updated, however, the process is time consuming and very lengthy.

V. WOODSIDE LEARNING CENTER Donald Toomer: Principal Toomer distributed the summer school schedule for JH students and a literary magazine. The magazine contains poems and essays written by detainees at JH & LCRS; this project is funded by Woodside Learning Center with assistance from the teachers at JH. **Comment:** S.F. State has a creative writing department which the youths may benefit from. Toomer will follow-up with this suggestion. JH summer school is in its' third week; summer school will be in session for five weeks instead of the normal six weeks and last six hours instead of four. Students will receive 7 1/2 units for the summer. The regular school year will begin in August instead of September. The summer program has been positive with the new teachers added to both LCRS and JH.

Q: How will the 7 1/2 units transfer into regular academic units when the youth leave JH? **A:** The units will follow the youths academic records. **Q:** Does LCRS offer Wood Shop for the detainees? **A:** No, woodshop was a hazard to detainees. **Q:** Are the computers operating in LCRS? **A:** Yes, with the exception of one computer. A computer lab will be coming soon

¹ a strip search policy was developed and has become part of the Policy and Procedures manual after this meeting.

² An incident occurred [January '95] when a detainee who refused to be processed and was strip searched with a male counselor present.

LCRS. Q: Is the computer lab in JH open? A: No- the computer lab has remained closed due to the construction in JH; it has been closed since April/May.

- VI. **CHAIR REPORT** Anson Moon: The **concept of smaller ad hoc committees**, discussed at the retreat will be pursued. The first of a series of committees will be an educational committee. A girls task force and a committee assigned to review health issues and programs are being discussed. Prior to developing the committee, members should prepare in writing an outline of the goals and objectives of the committee including, which members will participate.

Recommended Report Guidelines has been created and distributed by the Administrator. The guidelines will allow the JJC to establish a report and investigation process including organizing investigations/inspections, when reports will be issued, and how the findings and recommendations reported. Comments and suggestions about the report process should be forwarded to the Administrator. JJC members are eligible to attend **training classes** through the Probation Department which will assist them in their role as Commissioners. On August 10, 1996 the Youth Law Center will provide **inspection training** for all JJC members and those members interested on the JPC as well. This year the **Juvenile Justice Conference** organized by the Board of Corrections, will be held in Fresno during the month of October. Commissioner Cowan and others who attended last years conference recapped about the benefits of attending the Conference.

VII. **COMMITTEE REPORTS:**

Facilities Committee- Gary Harrington: Suicide ideation noted in the May - June incident reports are being followed up. The committee will review and follow-up why no strip search policy exist.

- VIII. **PUBLIC COMMENTS:** Michael Fuller (private citizen) expressed his opinions about the JJC suicide investigation process.

- IX. **ADJOURNMENT:** 5:45 Closed session 6:45

Binder



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

August 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson	Harrington
Cowan	Moon
Bates Creel	Pavlenko*
Dupre*	Vadas
Hale*	Willis

Yolanda Bell {JJC Administrator}

Commissioners Excused:

Cohn, Elizalde, Goldner, Harlan & Rodriguez

Juvenile Court/Probation Department staff present:

Presiding Judge Ina Gyemant

Chief PO Flowers

ACPO Rudy Smith

and any staff from probation

Guest Present:

Aimee Exnicios

Michael Fuller

Allen Jones

III. No APPROVAL of MINUTES

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

\$10,000.00 has been received for an ombudsmen through Superior Court. The Probation Department will match funds for this position through the ranches and camps budget if approved by the Juvenile Probation Commission-(JPC). The Ombudsman will perform duties both at YGC and at LCRS. The next step will require the JJC to prepare a profile for the Ombudsman. **Discussion:** The Ombudsman acted as an consultant for the department, the court and the JJC and can be defined as a problem solver. Previously, the Ombudsman would communicated concerns from detainees, with recommendations to the CPO and the Presiding Judge bringing "articulation to the grievance process". Non-profit organizations are available to perform as Ombudsman with monies from grants. **Recommendation: Form**

..jjc\meeting\genmtg. aug

a committee to review the Ombudsman position; Bates Creel volunteered to organize the committee.

Youth arrested on the weekend will be processed faster. Currently no D.A.'s are on duty during the weekend and youth are processed on the detention calendar in court usually on Wednesday. Starting September the Probation Department will have an additional Probation Officer on site for the weekends and a D.A. will be available either in YGC or at the Hall of Justice to review reports and decide on charges; the detention calendar will be on Monday & Friday afternoons. Some youth may be released a few days sooner. Q: What trends are you [Judge Gyemant] seeing in your court that the JJC needs to be aware of that are concerns to you...that the commission may be able to assist you? A: I am seeing more Asian gangs, serious allegations i.e home invasion, robberies & rapes and kidnaping w/assault. Judge Woolard will be invited to the next meeting perhaps trends may be discussed. Comments: Issues regarding placement, group home runaways and warrants will be referred to the Court/Wardship committee.

V.

CHIEF PROBATION OFFICERS REPORT-Ed Flowers CPO:

The count is going down. 106 youths are detained and all of the units have been opened since the remodeling including RU. The assessment unit will be open within two weeks. 65 youths are being detained in LCRS. The JPC membership is almost complete; three new members were sworn in today[including JJC member Damone Hale]. The Health Department has completed the inspection of JH during the weekend. A report is pending which will cite minor deficiencies (i.e. refrigerators in the units do not have thermometers, light bulbs, etc.). Staffing positions have been filled with the exception of four full time positions; on-call personnel are being utilized.

Comments: Girls undergarments and shoes do not accommodate large girls. Can clothing issues be examined? A: Both the director and assistant director of JH are women and are addressing this issue. A washer & dryer has been installed in G2 to alleviate the laundry issue.

Comments: Closure of the computer room due to construction effected the summer school program. Is the computer room still closed? A: The computer room was closed due to construction, however, it has been re-opened though summer school has ended. An intermediate program is in progress until school re-opens in the fall. Q: What is the status of H.V.? A: There are no detainees in H.V. Comments: There has been an ongoing problem of mixing the girls. Are alternatives being considered for utilizing H.V. for girls? A: The Chief Probation Officers Association are looking for ways to collaborate with other counties to utilize H.V. not specifically for girls though the need is being discussed.

Comments: Privatizing H.V. & LCRS; A: There are no plans for privatization. Q: What process is used to evaluate Community Based Organizations (CBO's)? Is the MOU in place with SPY? Q: The MOU's are in the hands of the health department though meetings are ongoing with SPY. The CBO matter is before the JPC. Q: Has there been any collaboration

with the police department or CBO's to stream line the new approach on crime? **A:** The JPC is working on an overall plan to include the police department and community based organizations, unfortunately the JPC meetings has not had a quorum and have been unable to address this issue. **Comments:** The effects of crimes on victims. **A:** The plight of the victim is always taken into consideration. **Q:** Are there ways to track recidivism? **A:** I'll [CPO] look into the matter.

- VI. CHAIR REPORT** Commissioner Moon: Two ad hoc/committees have been formed including education which will be chaired by Commissioner Dupre. Dupre: An effort will continue to develop the rapport with the education department. Creel: Fact finding efforts have begun to evaluate closer the girls issues.

New committees:

Education
Dupre
Harrington
Moon

Girls Task Force
Creel
Willis
Adlo-Robinson
Pavlenko

Ombudsman
Creel
Dupre

VII. COMMITTEE REPORTS:

Facilities- Gary Harrington: A film about **date rape** written and produced by young women was introduced to the JJC by Youth Commissioner Andrea Rodriguez. The film was greatly attended on July 18th, in Woodside Learning Center and will be utilized as an education tool. The film was about 15 minutes in length which triggered discussions about the affects of date rape. **Contraband** in JH was reflected in the incident reports. **Discussion:** Gangs in JH. {follow-up at Liaison mtg}. **Facility inspection training** will be held on August 10. The policy addressing **strip searches** [during admission] has been added to the policy and procedures manual.

Suicide report-members verbalized their concerns about the report process and responsibilities to the protective order. Commissioner Adlo-Robinson expressed concerns of the breach of trust which may exist [among members], and where investigation tapes are located. **Motion:** As a result of Commissioner's Hale appointment to the JPC, a letter should be addressed to Commissioner Hale requesting any and all information concerning the suicide be returned to the JJC office, including the "red" notebook, office keys, etc. **S/C.** [It has since been clarified that Commissioner Hales is able to serve on both the JPC & the JJC]

- VIII. PUBLIC COMMENTS:** Michael Fuller expressed his opinions regarding contraband, gangs in JH; Aimee Exnicios discussed the possible ways contraband may enter JH, including problems with the weekend coverage in JH and programs for girls; Allen Jones expressed the need for a Chaplin in JH and the potential for a mass escape in the maximum security unit [B5].

- IX. ADJOURNED** 6:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

September 9, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Gary Harrington (Vice-Chair) at 4:12 p.m.

II. ROLL CALL: * arrived after roll was called

Commissioners Present:

Moon*	Adlo-Robinson
Bates-Creel	Cowan
Elizalde *	Harrington
Hale*	Vadas
Willis*	

Commissioners Excused:

Dupre	Cohn
Harlan	Goldner (leave of absence)
Pavlenko	

Commissioners Absent:

Rodriguez

Juvenile Court/Probation Department staff present:

Judge Charlotte Woolard (Department 30)
Court Commissioner Marvin Friedman (Department 29B)
Assistant Chief Probation Officer Rudy Smith
Yolanda Bell {JJC Administrator}

III. APPROVAL of MINUTES:M/S/C the minutes of August & July 1996 be approved as mailed.

IV. JUDGES CORNER/ Judge Woolard & Commissioner Marvin Friedman:

Judge Charlotte Woolard has been a Superior Court Judge since November 1995 and was appointed to the Municipal Court in 1993. Judge Woolard was a litigator in civil insurance for six years and in the District Attorneys office for six years as a prosecutor. Much of her work involved child abuse and sexual assault cases.

Marvin Friedman Court Commissioner worked for the Department of Social Services before becoming a Juvenile Probation Officer and he practiced law for approx. 24 years before

becoming a court commissioner nine (9) years ago. Commissioner Friedman has been at YGC for seven years.

Both department 29B and 30 hears the delinquency issues. Youths not on probation are seen in Commissioner Friedman's courtroom department 29B and youth on probation are seen in department 30. 707b offenders (cases that may be transferred to the adult jail) are heard in the courtroom of Presiding Judge-Dept. 29. The bench officers follow several criterias when deciding whether to detain a minor: a) protection of the minor, b) protection of the property of others, c) violation of the court order, d) attempts to escape (youths who were in custody previously) e) recommendations from the probation department.

Q: Are those minors who commit serious felonies detained-- aside from murder? **A:** The law states that every case regardless of the offense has to be considered on its individual circumstances. The seriousness of the offense weighs very heavy and as a practical matter (i.e. anyone who uses a weapon, causing injury, is likely to be detained.) The **home detention program** (Probation Department) allows a minor to be released under strict conditions. The minors have a 6p.m. curfew, must attend school regularly, counseling, etc. and they are monitors daily by the Probation Department. Other programs such as Detention, Diversion, Advocacy Program (DDAP) and Bayview Hunters Point assist the department by working in conjunction with the family; The court evaluates the minors' performance in the programs and determines whether the minor should be released.

Q: Is age a factor when determining whether to release a minor? **A:** Yes, including the academic records of the minor, family situation, the offense, attitude, and the Probation Departments' recommendation. The Probation Departments' recommendation is important for its their responsibility to speak to the minors' family, the judicial officers does not have the opportunity to speak to the minor or their families. Judicial officers depend in large part on the P.O.'s recommendation. **Q:** How did it happen that the youths who allegedly ganged raped the young lady in the Western Addition were released without being involved in the system? **A:** Judge Woolard: That is not true. They [the youths] were held initially and evaluated on a case by case basis and the youths were not immediately released. Each case was independently evaluated for the public's best interest and the best interest of the minor. Public safety is paramount.

Commissioner Friedman: Often the public is not aware that on many cases no petition is filed, no charges are filed, the evidence is insufficient so the court must weigh the information to see if the person has actually done what they are being accused of. **Commissioner Adlo Robinson:** This is the third gang rape in the African American community of a female where the accusers were released over the objections of the District Attorneys office and the victims or their families receive no support as they worked through the crisis. **A Serious Offender**

Program exists through the Probation Department which includes both serious offenders and sex offenders and has been very successful.

V. **PROBATION DEPARTMENT REPORT/ Rudy Smith ACPO:**

Q: How does overcrowding impacts which minors are held and /or released? **A:** We try to release as many minors as possible to keep the count down, keeping in mind there are repeat offenders. Parents/adults are responsible for returning the youths to court. Serious offenders regardless of the JH count are detained.

Q: Approx. 20% of the youth held in JH are due to placement failures. Can a contract be initiated between other agencies (i.e. Huckabee House) for those youth who are have experienced placement failures and awaiting placements? **A:** It's agreed that youths who have failed in placement should be awaiting somewhere else not JH; there are plans to discuss this further both here and in San Mateo County. **Comments:** Mental Health issues also contribute to the reasons of placement failures; the JJC should profile the youths who have failed in placement and why; other contributors of placement failures are seen in mixture of youth, no program structure and the lack of house management.

(out of sequence)

There is an ongoing investigation in the **embezzlement** that has taken place in the Probation Department; the alleged embezzler is in the Philippines and will be extradited to the U.S.

Q: Has there been an impact on services and where did the money come from? **A:** It came from a revolving budget distributed by the controllers office. The purpose of having the revolving fund allows P.O.'s to purchase items for the youths rather and has a limit of \$200.00. No interim CPO is in place and the only resignation in the department so far is CPO Flowers.

VI. **CHAIR REPORT:** Commissioner Vadas (U.S. District Attorney): The embezzlement that took place within the Probation Department is being investigated by U.S. District Attorneys Office. Commissioner Vadas recused himself from any matters regarding the embezzlement.

Facility inspections are beginning this month thru October 31st and will be divided by interest groups rather than articles. To avoid delaying the report all members are requested to meet with the Administrator following their inspection. This will allow findings and comments to be compiled expeditiously. Sections that are not completed timely may accompany a stand alone report. All members are requested to participate in the inspections. Inspection instruments and the Title 15 procedures were distributed.

VII. **PUBLIC COMMENTS:**

Michael Fuller, private citizen- commented on the issuance of the suicide report;
Aimee Exinicos, Non Resident Intake-commented on the audit of the Probation Department.

VIII. **ADJOURNMENT:** 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING January 9, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Rev. Dupre (Chair) at 4:05 p.m.

II. ROLL CALL:

All Commissioners were present except the following who were excused/absent:
Commissioner Cowan - excused

Commissioners Cohn, Harlan and Moon submit their resignations from the JJC effective 12/96. Commissioner Dupre Chair: Commissioner Cohn and Moon should be recognized for their participation on the Juvenile Justice Commission and accomplished the following under the leadership of Anson Moon (1996 JJC Chair) and Steve Cohn (Court/Wardship Committee Chair):

The JJC annual retreat was held in the Spring 1996; an investigation was initiated and completed which produced a report; several sub committees were created including the Girls Task Force, Education Committee & Ombudsman Task Force; A facility inspection training was held in the Summer of 1996-facilitated by Youth Law Center; a process was activated to cultivate better relationships with the Education Department; during the first six months of the year speakers from various agencies attended JJC meetings while making presentations, including District Attorney Hallinan, Kimko Burton-MCJC, Lark Thomas-Teenage Parenting Program(TAPP), Keith Choy-MCJC, Thabiti Mtambuzi, Director of SPY; A video screening about date rape was presented and viewed together with the Education Department.

Anson Moon: All of work was from members of the JJC. Thank you JJC members for giving your time..much more could be accomplished this year. **Steve Cohn:** It has been nine years on the JJC and I've enjoyed every minute....good luck to all JJC members.

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Chief Probation Officer Rudy Smith

Guests Present:

Leslie Goldberg-Examiner newspaper
Thabiti Mtambuzi, Director of SPY
Louise Minnick & Ginger Torres- Ombudsperson, Sheriffs' Department
Theresa Moore-Chronicle newspaper

III. CHAIR REPORT- Commissioner Timothy Dupre, Chair

Standing Committee Chairs for 1997:

[**Executive Committee** for all JJC officers and committee chairs will continue to meet the 3rd Thursday of each month @ 5:15.]

Facilities Committee meet the 2nd Thursday : Chair Commissioner Willis

Court/Wardship Committee meets the 4th Thursday : Chair Commissioner Harrington

Education TaskForce meets the 2nd Wednesday : Chair Commissioner Vadas

Ombudsman TaskForce meeting TBA: Chair Commissioner Bates Creel

Girls Task Force meeting 3rd Wednesday : Chair Commissioner Pavlenko

Liaison Committee >referred to the Executive Committee
{out of sequence}

JJC Vacancies: There are three vacancies on the board. The process for filling the vacancies will include a) Posting the notice of vacancies to various departments and agencies-by Administrator; b) Members of the JJC will review applications and resumes; c) Names of final candidates will be recommended to the presiding judge for appointment.

Media at JJC meetings. Theresa Moore, Chronicle and Leslie Goldberg, Examiner will be invited to attend the JJC General Meetings. Chair: Members of the JJC will not be censored when speaking to the media; However, members should avoid discussing confidential information with the media; in an effort to work with the Probation Department the Chair will advise the Department when a discussion will take place with members of the press, without being censored. [lengthy discussion regarding the JH-incidents recent article]; Commissioner Adlo-Robinson: "Some of the issues printed in the article about incident reports are very serious...the incident reports should have been an agenda item for the JJC". Further, the article did not discuss the staff at JH whom are doing a "commendable job". Comments: As a matter of courtesy the Chair should be contacted whenever a JJC member speaks to the press.

IV. PRESENTATION: Louise Minnick, Ombudsman Sheriffs Department

Ms. Minnick has been employed at the Sheriffs Department for nineteen years where she began and has served as the Ombudsman for the last five years. In this appointed position, she handles an inmate grievance system and is an advocate for the prisoners. She is also certified by the State of California to do training, setting up grievances etc. Ombudsman is a Swedish word for problem solver. Many institutions including hospitals, city offices, etc. utilizes Ombudsmen.

Every jail facility, that houses detainees is mandated by the Board of Corrections under Title 15 to operate a grievance system. Detainees have the right to put in grievances complaints related to their condition of confinement (i.e. my clothes are dirty, visits are

cut short, etc.); a written response is required by the department. The Sheriffs Department adheres to the Title 15 regulations.

Juvenile Hall needs a procedure that will work in the system. An Ombudsman can help by institutionalizing the role if everyone supports the Ombudsman it will serve as a benefit for everyone. **Detainees Benefits:** Detainees who are unhappy have the opportunity to complain it in an formal way, maybe solving the problem will reduce tensions as they feel someone is listening. Detainees will gain a sense of empowerment and control over their lives. **Administration/Management Benefits:** An Ombudsman can help create policies and procedures, providing a tracking method of certain grievances; Ombudsman services will keep the supervisory staff apprised of daily operations, which is critical in institutions thus allowing the line staff an alternative to solving problems including holding contract agencies accountable. It can also provide a way to keep statistics for the department on the grievances that occur, including minimizing lawsuits for the department by keeping good records and documentation.

A suggested way to utilize the money given to the JJC for the designated Ombudsman would be to expending the funds on someone who could design the policies and procedures, who would work with the Juvenile Probation Commission, interview youths and get cooperation from personnel in order for the Ombudsman position to be successful. Ginger Ingersol Torres, a third year law student in New College was introduced by Minnick. She assists Minnick and is willing to assist the JJC in developing the Ombudsman position. Ultimately a position could be created with funds from the City.

Q&A: Commissioner Adlo-Robinson-Can this information be submitted to the Ombudsman Task Force in a draft form? **A:** Yes. **Q:** Adlo-Robinson-the process appears to take a long time to do a research project. **A:** The project must be done correctly or it will fail, nevertheless, if the committee begins now it can work. **Creel:** If a member from the JPC and Probation Department team, up the work can begin immediately. The project needs specialized expertise. A proposal is necessary and the committee will work quickly before June [1997]. Student interns are available to help the JJC with the project and Minnick is committed to helping the JJC.

Motion/S: The Ombudsman Committee would like authorization to expend the \$10,000 designated by Superior Court to further develop the Ombudsman position including initiating the project with Minnick's office. Discussion: Commissioner Adlo-Robinson the parameters of the project should be presented in writing before the JJC moves on the motion. Commissioner Hale- Friendly Amendment to the Motion: Authorize the Executive Committee to develop the contract delineating the discussion; The JJC is in favor of an Ombudsman and the details could be worked out within the Executive Committee. Commissioner Harrington: The \$10,000 is for an Ombudsman; it appears

to have moved from an Ombudsperson to a feasibility study. Creel: The one-time \$10,000 is "seed" money. It is not a feasibility study but the project will help us develop the Ombudsman position. It allows both the Department and Commissions involved to work together and maybe approach the Board of Supervisors for additional money. Clarification on the intent of the Friendly Amendment was for the Executive Committee to develop a service contract so the JJC can begin to move on development of the policies and procedures without further action. **CALLED FOR THE QUESTION:** The motion the Executive Committee and the Ombudsman Task force will work with Minnick obtaining the necessary information to develop the plan of action prior to hiring an Ombudsman. Further discussion Adlo Robinson-Does the Judge/Court intend for the [Ombudsman] money to be utilized for a research project? The vote called for by raising hands: 9 Yeas 1-Nay Adlo-Robinson.

- VI. CHIEF PROBATION OFFICER REPORT Rudy Smith:** Smith feels positive about working with the JJC as well as the health department and everyone The Department is in the process of filling the vacant positions. **Q:** Has the department begun meeting with the various heads of other departments? **A:** Yes, by meeting with the department heads the lines of communication are opening; Director Thabiti Mtambuzi and CPO go through the units at least once per week. **Q:** Any thoughts or comments about the Ombudsman? **A:** In favor of the Ombudsman. It would benefit staff and the detainees and everyone should have input. Cheyenne Bell would be an excellent person to work with. In order for the department to become stronger it is important for everyone to work closer together. **Comments:** The Ombudsman Task Force should plan to work close with the CPO or his designee. **Q:** At Liaison you mentioned that a Samoan candidate was being considered as a P.O. **A:** Yes, it is correct that a Samoan candidate is being considered; the department does not have any Samoan speaking Probation Officer and it has been a large disadvantage. **Q:** Has language banks been considered? **A:** Yes, but it takes time and it is necessary to have someone on staff that can communicate with families.

- VII. JUDGES CORNER/Ina Gyemant, Presiding Judge** was not present due to a late trial and conflicting meeting in Santa Clara.

VIII. ANNOUNCEMENTS:

Commissioner Hale -On Wednesday Jan. 15th at 6:30 a few 7th and 8th grade youths from Martin Luther King Academic Middle School will be arguing an actual case presented before the Superior Court presided by Judge Martin Jenkins from Alameda County Juvenile Court. This case from Maryland, will discuss how a Hispanic student was denied a scholarship designed for African American students. Come support these youth at 850 Bryant Street; **Comments:** The JPC and JJC should be able to share meetings and ideas as it relates to the facility.

JJC Inspection Training: Commissioners Dupre, Creel, Vadas and the Administrator attended the Juvenile Justice Commission Inspection Training sponsored by the Board of Corrections held in Walnut Creek, December 1997. Highlights from that meeting include inspection techniques, the utilization of inspection forms, how inspections will focus on observing and reviewing community programs vs. actual facility issues. During the weekend the S.F. JJC had the opportunity to establish communications with nine Bay Area Commissions (i.e. Contra Costa County, Solano County, Napa County and Alameda County) a joint meeting is being planned.

IX. NEW BUSINESS:

Mayors' Children Plan and Delancy Street: Commissioner Hale-both of these plans have similarities. Delancy Street is charged with developing a master plan that address juvenile justice issues in San Francisco. The issues includes reviewing the physical plant, services provided to detainees and how they are delivered, etc. By March 14th Delancy Street is planning to produce a report outlining its plan. The Children Services Plan will look at issues facing all children within San Francisco. A coordination effort is being developed with service providers to maximize its efficiency. Chair: An invitation should be extended to Delancy Street, the Board of Corrections to attend future JJC meetings.

X. PUBLIC COMMENTS:

Don Chan: Why did a suicide conference happen two days after the last attempted suicide?

Is anyone looking at the mental and health issues of the youth? Chair response: The Facility Committee will examine the issues raised, reviewing the incident reports closer. Plans for the JJC this year will be follow-up, producing a management by objective Commission.

Miscellaneous Comments: Commissioner Hale-The JJC should respond to the recent suicide attempts and realize that the suicide policy is a solid and thorough policy; Commissioner Adlo-Robinson: A lengthy review of the incident reports over the past three months reflect a crisis in JH and the JJC should respond.

ADJOURNMENT: 6:15 p.m.

Nandor Vadas, Secretary
Juvenile Justice Commission



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 6, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Rev. Timothy Dupre (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan	Harrington*
Bates Creel	Pavlenko
Dupre	Rodriguez
Elizalde*	Vadas
Goldner	Willis
Hale	

Commissioners Excused/ Absent

Adlo Robinson-Excused

Juvenile Court/Probation Department staff present:

Yolanda Bell {JJC Administrator}
Judge Ina Gyemant, Presiding Judge of Juvenile Court
Rudy Smith, Interim Chief Probation Officer
Thabiti Mtambuzi, Director of SPY
Don Chan, Juvenile Probation Commission
Amiee Exnicios, Probation Department

Guest Present:

Delancy Street Foundation: Carol Kizziah, John Ridler and Abe Azari
Michael Fuller, Probation Officers Association (Juvenile)
Representative from the Japanese Youth Counsel

III. Ombudsman Project, Louise Minnick:

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 6, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Rev. Timothy Dupre (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan	Harrington*
Bates Creel	Pavlenko
Dupre	Rodriguez
Elizalde*	Vadas
Goldner	Willis
Hale	

Commissioners Excused/ Absent

Adlo Robinson-Excused

Juvenile Court/Probation Department staff present:

Yolanda Bell {JJC Administrator}
Judge Ina Gyemant, Presiding Judge of Juvenile Court
Rudy Smith, Interim Chief Probation Officer
Thabiti Mtambuzi, Director of SPY
Don Chan, Juvenile Probation Commission
Amiee Exnicios, Probation Department

Guest Present:

Delancy Street Foundation: Carol Kizziah, John Ridler and Abe Azari
Michael Fuller, Probation Officers Association (Juvenile)
Representative from the Japanese Youth Counsel

III. Ombudsman Project, Louise Minnick:

..jjc\meeting\genmtg

Adopted General Meeting Minutes

March 6, 1997

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- VI. CHIEF PROBATION OFFICER REPORT:** The count in JH is 106 and Log Cabin Ranch (LCRS) 46. The courts have been made aware that LCRS is under utilized and will consider sending youths scheduled for out of home placement to the Ranch. **Q:** Are you saying youth will go to LCRS instead of a group home to increase the numbers for LCRS? **A:** No, the court is considering LCRS for other reasons besides funding purposes. **Comments:** Perhaps a review of out-of-home placement failures should be reviewed. **A:** Yes, that issue will be looked at closer. **Q:** What about Hidden Valley? **A:** Hidden Valley is being considered for Regional Place for Girls. Regional usage would offer financial benefits if other counties are involved. Currently H.V. is being utilized for visiting. **Q:** Has the maintenance been completed at H.V.? **A:** No. Board of Corrections will begin inspecting JH on March 11 and 12th.

Action item- Motion: Approval of the annual Report of 1996 Juvenile Hall Inspection Report Discussion: All JJC members received a copy of the report and no correction or modifications are necessary. Second/Carried report approved.

- VI. COMMITTEE REPORTS:** Facilities-Commissioner Willis, Chair: Log Cabin Ranch inspection dates are pending. The special [Education] committee is requested to participate in the LCRS inspection including all available members. Action item: Motion-Facilities Committee report adopted- S/C; Court/Wardship-Commissioner Harrington: Forms for group homes has been reviewed and revised for the upcoming group home inspections. A training session has been coordinated by the Administrator including extending an invitation to both Contra Costa and Alameda counties for participation. The committee plans to review the majority of the group homes by the summer. Motion-Court/Wardship Committee report adopted- S/C; Ombudsman report -Commissioner Creel, Chair: The Ombudsman project is in place however, extracting the funds to pay them is the next step in the process. A meeting is being planned with Superior Court, Finance Department; Motion-Ombudsman report adopted; S/C
- Girls Task Force- Anna Pavlenko, Chair: A suggestion evolved from the Executive Committee includes the development of a forum for girl detainees; **Comments**-The girls are also not receiving exercise and this [ongoing] issue should be addressed; Motion-Girls Task Force report adopted; S/C.

- VII. CHAIR REPORT** Commissioner Timothy Dupre;
There are two adult and one youth commissioner vacancies available; An interview / recruitment committee was developed during the February meeting; Goldner,



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING *April 3, 1997*

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre, Chair at 4:20 p.m.

II. **ROLL CALL:** * arrived after roll was call

Commissioners Present:

Cowan	Elizalde
Bates Creel	Willis
Dupre	Harrington*

Commissioners Excused/Absent

Adlo-Robinson (excused)	Pavlenko (excused)
Goldner	Rodriguez (excused)
Hale	Vadas (excused)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Rudy Smith, Chief Probation Officer
Thabiti Mtambuzi, SPY
Don Chan, JPC Secretary
Aimee Exnicios

Guest Present:

Genie Jones, Youth Project Coordinator- Western Addition
Rev. Earl Cormier
Ah Van Fong
Shelly Schick, Potrero Hill
Laurie Schaffier, S.F. Commission on the Status of Women

III. **NO Quorum for Approval of Minutes**

IV. **TREASURERS REPORT-** Commissioner Rose Willis: A meeting took place with Kate Harrison of Superior Court and Vice Chair, Commissioner Creel the following items were discussed. JJC members wishing to attend conferences should plan them within 60 days in advance, which allows the court to pay instead of waiting for reimbursement. Furniture for the JJC meeting room was ordered and will be received shortly. The meeting was productive and Treasurer and the Vice-Chair are applauded for attending the meeting with Kate Harrison.

Action item: The Chair presented Commissioner Cowan a sympathy card which was signed by the members present.

- V. **CHIEF PROBATION OFFICER REPORT-** The Juvenile Hall (JH) count 110 includes 92 boys and 18 girls; For the past 4-6 weeks JH has been under capacity which contributed to the reduction of overtime. The count at Log Cabin Ranch School (LCRS) is 47 and three young men are awaiting placement (at the time of the meeting). CPO Smith introduced Rev. Comier who will hold services in the B5 unit between 1-2:30 p.m. B5 is not allowed to attend services in the Chapel for security reasons.

Q & A Q: Has summer school been planned? A: Yes. Q: There are monolingual detainees at LCRS are there any teachers who are monolingual? A: No. There are not any bilingual detainees in LCRS. Q: What is the status of the vocation program and are youths being considered for jobs? A: Yes and they are being trained for jobs. Uncertain about the job placement status. The CPO will follow-up with Johnny Miller regarding the vocational program, the number of detainees involved in the program and the program status, providing a report for the JJC members. *{CPO and Director, Johnny Miller provided follow-up regarding the Vocational program to JJC members at the May, 1997 General Meeting}.*

VI. **COMMITTEE REPORTS:**

Court/Wardship Committee- Commissioner Harrington: Group home training will begin on April 8, 1997. Actual inspections are anticipated to be complete by the end of June. Chair: the Commission is being proactive by moving forward with group home training.

Ombudsman Report- Commissioner Creel: The Ombudsman project/team will be moving into the office allocated by the JJC (the team has moved at the time of these minutes); The Ombudsman team has assembled six (6) months of grievances and has met with members of the Probation Department Executive Team, Delancy Street and the Director of Juvenile Hall who has expressed satisfaction about their progress. Q: How will the Ombudsman Project report its findings to the JJC? A: Comprehensive reports will be done either by Minnick or her designee at future JJC meetings. A letter has been sent to Superior Court requesting \$10,000 to fund the Ombudsman project for 1997-98 fiscal years.

Confidentiality: Q: Has the confidentiality issues surrounding detainees been stressed to Ombudsman team? A: Yes they (Ombudsman Team) are completely aware of youth confidentiality issues and realizes that it is essential for grievances. Comments: CPO: the Department also emphasize the need for confidentiality as it relates to grievances including the court. Mtambuzi: Perhaps the JJC should prepare an oath of confidentiality for the Ombudsman Team.

Girls Task Force will present a report at the next JJC meeting; Chair: Requests members of the JJC to consider providing Girl detainees hearings in an effort to create communication between the JJC. Public comments: Laurie Schaffner A report was co-authored surrounding

girls in detention in San Francisco; Ms. Schaffner offered to make a presentation at the next Girls Task Force meeting.

VI. CLOSED EXECUTIVE SESSION 4:45 - 5:15 p.m.

VII. COMMITTEE REPORTS (cont'd)

Interview and screening committee conveyor is Commissioner Creel; Commissioners Willis, Harrington and Youth Commissioner Rodriguez. Ten adult candidates and three youths has submitted an application for JJC membership.

Youth Project Commissioner Creel- Requests the JJC to launch the Youth Project which has been in the planning stages for almost one year. Youth Commissioner Rodriguez has been proactive as a member of the JJC with her submission a film, and her input to the Facilities Committee as well as , assisting projects at her school, MacAteer High School. The Administrator has researched how other Commissions utilize their Youth members and the following projects and duties list were developed. Projects for youths includes attending meetings held by other agencies, reporting their observations to the JJC, speaking to youths at school about the JJC and more. The success of this projects will depend on the support and guidance of Adult Commissioners. An office for the Youth Project has also been designated which would be supervised by the Administrator. **RECOMMENDATION:** The Commission digest the proposed projects and duties list prior to the May General Meeting before a formal motion is made.

IX. CHAIR REPORT- The Chair was invited to speak at Youth Day sponsored by the Mayor's Youth Employment Program (MYEEB) as a representative of the JJC with Vice Chair Commissioner Shimkoo from the Juvenile Probation Commission

-The Administrator will obtain copies of the final report issued by Delancy Street for JJC members and Delancy Street will be invited to attend an upcoming JJC meeting to discuss the report and the grant status.

-The Youth Drug Court Coordinator selected by the presiding judge and Drug Court team will be invited to attend the next JJC meeting.

-The Chair will be attending an upcoming conference sponsored by the State Office of Criminal Justice Planning and will be scouting for funding for the JJC.

XI. PRESENTATION: Yvonne Frazier, Director S. F. Target Cities and Dr. Larry Meredith, Director of Substance Abuse Services

- This organization is federally funded through the San Francisco Health Department and its primary focus includes a comprehensive assessment, referral and placement of individuals into substance abuse treatment. Initially the program was geared towards adult services, though more recently, Target Cities (TC) has become involved with adolescents

and young adult services. Adolescents and young adults are assessed then matched with treatment programs in their communities. Additional services include child care for parents that are involved in the project, 800 numbers for adolescents, pre-treatment services on site and more; TC also organizes special trainings of substance abuse for individuals involved with young adults and adolescents. Materials distributed to JJC members.

Q&A

Q: Does LCRS have access to TC services? A: Yes, Donald Sanders is assigned to LCRS daily. Comments: Wrap around services should be considered in conjunction with the Delancy Street proposal. **Dr. Meredith:** A full program needs to be implemented in LCRS, including a post incarceration, referral to provide a continuum of care. TC also provides training to persons interested in screening for substance abuse. Most nurses/gatekeepers are not trained to focus on substance abuse issues. A planning council reflecting the diversity of San Francisco to assist TC identify the strengths and weakness of the system, where are the unmet or inappropriately met needs over the next 2-3 years.

RECOMMENDATION: Invite both Yvonne Frazier and Dr. Meredith to return to the May General Meeting when the Presiding Judge, CPO, and other staff are present to digest the possibility of forming an interim substance abuse task force on the JJC. The possibilities would include holding a forum in JH, speaking to the youth about why they continue to recidivism to JH and LCRS. Including identifying what type of support/programs are needed.

- XI. NEW BUSINESS:** May 2, 1997 members of the Faith Community will be going to Log Cabin Ranch School in an effort to bring spirituality to the detainees. Comments: Approx. 3 months ago both Commissioners Creel and Dupre met with approx. 10-12 detainees. These young men openly discussed the issues they were facing and prayed with Commissioner Dupre..giving them a spiritual connection.
- XII. PUBLIC COMMENTS:** Malik Raheem, City Wide Tenants Association: The impact one strike has on parents in public housing; Aimee Exnicios, Probation Department: The best interest of the child.
- XIII. ADJOURNMENT:** 6:25 p.m.

NANDOR VADAS, JJC SECRETARY



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 5, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Commission Chair, Rev. Timothy Dupre at 4:20 p.m.

II. ROLL CALL: * arrived after roll was call (full quorum at 4:40)

Commissioners Present:

Cowan	Hale*
Bates Creel	Vadas
Dupre	Willis*
Elizalde	
Goldner*	

Commissioners Excused/Absent

Adlo-Robinson (excused)
Harrington
Pavlenko
Rodriguez (excused)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Rudy Smith, Interim Chief Probation Officer
Johnny Miller, Director Log Cabin Ranch (LCRS)
Janet Medina, Director Juvenile Hall (JH)
Thabiti Mtambuzi, Director Special Programs for Youth (SPY)
Don Chan, Secretary JPC

Guest Present:

Judith Glendining, Board of Corrections
Yvonne Frazier, Target Cities
Margo Gibney, Drug Court Coordinator

III. APPROVAL of MINUTES: March and April minutes adopted as mailed.

IV. PRESENTATION-Judith Glenninding Board of Corrections:

The Board of Corrections inspects Juvenile Halls within California and provides training for Juvenile Justice Commissioners. The Board completed inspecting S.F. Juvenile Hall and a report of its findings are available. General outlook: the operation of JH is very impressive; the amount of programming is much greater than other facilities. The report issued by the JJC was utilized during the inspection and both [BOC & JJC] had similar findings. The Board counts on the JJC for inspections and their reports. Prior to the Board of Corrections performing

bi-annual inspections, the California Youth Authority performed inspections.

- A pre-inspection briefing was done prior to the physical inspection, alerting the facility of the Boards expectations. The pre-inspection briefing allows the facility 30-days to review its policies and procedures, making any necessary changes. An exit interview also takes place following the inspection. A corrective action plan for S.F. Juvenile Hall has been set for June 1997, allowing JH to comply with the Title 15 inspection standards. Staffing issues, overcrowding, classification of minors, security issues (i.e. key control) and grievances are the general issues addressed by the Board in the report.
- The Board of Corrections also reviews jails and lock-ups by examining an annual report submitted by CYA. The report is submitted to the Presiding Judge who may delegated the JJC to inspect the jail and lock-up facilities (inspection process information distributed). **Q & A:** Q: The booking procedures has changed. Allowing minors to be processed at YGC. Should the JJC still inspect jails and lock-ups? A: Whenever a jail/lock-up facility reports to CYA minors were held, either the Presiding Judge (or the JJC as assigned) are required to inspect those facilities. Though the JJC is designated to inspect facilities where youths are held for six (6) hours or more, the Judge has responsibilities over jails and lock-ups where youths are detained regardless of the length of time. The last jail/lock-up inspection performed by the JJC was in 1994. The Juvenile Justice Act funding is jeopardized if inspections are not performed. Q: Is there a deadline for completing inspections? A: Yes they should be completed by December 1997. Q: Please clarify how California receives 8million dollars in federal funds. A: The funds are received from the Juvenile Justice Act which was passed in 1978. It's primary function removing minors from jails/lock-ups. Two primary things are considered: ensuring minors are not illegally held in jail and minors are not kept in custody for more than 6 hours; if more than six hours it is logged it must be explained; Also 601 minors are not mingled with 602's
- Q: Why was a minor committed to JH during the week of inspection? A-Janet Medina, Director of JH: The judge committed a minor to JH not to LCRS for approximately 4 months, which required new policies and procedures special assessment has been performed while the minor remains detained and is being monitored.

The Board of Corrections planning committee are planning training's for next year which will include technical assistance, group home training's etc. for Commissioners.

V. DRUG COURT COORDINATOR, Margo Gibney:

The coordinator gave an overview of the program which is still being developed. Community contacts are also being made including Delancy Street.

VI. PROBATION DEPARTMENT, Rudy Smith, Interim Chief:

The Juvenile Hall count is 127 which includes 104 males and 23 females. There

are 48 detainees at Log Cabin Ranch School (LCRS). Staff is working at keeping the count low and detaining the more serious offenders. A new intake process has been developed. Q: Has anyone reviewed whether detainees has re-offended while out of custody as a result of the new intake process? A: Yes, youths released today may be back within a month for violation of the program, affecting the JH count though the percentages are very low.

Q: The Board of Corrections report reflects a lack of fire clearance. When will fire clearances be received for JH? How serious is JH out of compliance? A: The problem is being worked on. JH is out of compliance though it is not overly dangerous. Comments-Medina: The report reflects JH is out of compliance six times. However, these items have been brought into compliance except two. The pull stations and fire doors which were installed without a final inspection and minors are not at risk. These items created a non-compliance and the minors are not at risk. The JJC is unaware JH has not received fire clearances.

Johnny Miller, Director of LCRS: Q: Are vocational training programs continuing at LCRS and what is the success rate of employment after leaving the Ranch? A: The Horticulture program still exists and a contract was obtained a contract with the City of Pacifica. Other programs are being considered including adding orchids to the Horticulture program. Unfortunately, in September 1996 many programs were discontinued because personal contracts had to be developed with instructors. CPO Comments: The reason programs were cut were a result of the embezzlement. New programs will be added soon.

The demographic break-down of the 48 detainees in LCRS including percentages are 23 African-Americans (54%), 16 Asians/Pacific Islanders (24%) 7 Hispanics (18%) 1 Native American (0.2%) 1 Caucasian (0.2%). Q: Are all of the Hispanics able to read & write English? A: Yes, except one who is monolingual who can not read English. All of the Asians/Pacific Islanders are English speaking. The monoginual youth is not assigned to a bilingual counselor and on Saturdays Horizons Unlimited meets with the youth, however this matter should be addressed with the School Department. Q: How is the youth progressing is he matriculating? A: Unknown. Q: Could an agreement be developed with the School Department to include an ESL component to avoid youths from being locked out of the educational program? A: The Probation Department is willing to work with Woodside and these concerns were addressed with both the Principal and Susan Wong, Unified School District. Comments: Perhaps Independent Living Skills could be utilized at LCRS as well as apprenticeship programs.

VII. PRESENTATIONS:

Ombudsman Project, Louise Minnik: Senior Counselors and Supervisors has been interviewed for the report. Policies, procedures, consent decree and other documents will be evaluated for input to the report. Grievances are "a mess" including the forms and the response to youths. Many of the grievances were not actual grievances but requests (i.e. may I have a blanket?). Determining another system besides the grievances may need to be evaluated. Developing the same

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policy at LCRS should be utilized JH for consistency. A final report will be issued at the JJC June 5th meeting. Determining funding sources will be the next phase in the Ombudsman project.

Target Cities-Yvonne Frazier, Director: This program is a project of the Department of Public Health Community substance abuse services. Target Cities is very interested in working with the JJC to develop ideas on servicing youths. Target Cities will be hosting a conference on substance abuse and treatment..the date TBA; *Discussion:* substance abuse treatment programs, interdiscipline training is available, the utilization of program profiles for laypersons (specific details re: Target City see April General Minutes). Comments: Interim Chief Rudy Smith and Johnny Miller, Director of LCRS support the efforts of Target Cities and welcomes their ideas/input. Distribution of documents.

VIII. ANNOUNCEMENTS: Dr. Andrew Mecca, Director of California Department of Alcohol and Drug Programs will be speaking at the Faith Initiative at LCRS.

IX. ADJOURNMENT: 6:25 Closed Session.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING June 5, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre, Chair at 4:21p.m. Quorum at 4:23 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-RobinsonRodriguez

Cowan Harrington*

Bates Creel Vadas

Dupre Willis

Goldner

Hale*

Commissioners Excused/Absent

Elizalde

Pavlenko

Juvenile Court/Probation Department staff present

Yolanda Bell, JJC Administrator

Judge Ina Gyemantnot in attendance (in trial)

Rudy Smith, Interim Chief Probation Officer

Donald Toomer, Woodside Court School

Norman Cole, Building and Grounds Superintendent

Thabiti Mtambuzi, Special Programs for Youth

Johnny Miller, Director of Log Cabin Ranch School (LCRS)

Donald Sanders, Director, Substance Abuse Program

Janet Medina, Director Juvenile Hall (JH)

Guest Present:

Anh Van Phan, (private citizen)

III. OMBUDSMAN REPORT, Louise Minnick

The Ombudsman project prepared and distributed a draft report to Interim Chief Rudy Smith, Johnny Miller, Director Log Cabin Ranch and Janet Medina, Director Juvenile Hall. The report is extensive, including interviews from detainees in Juvenile Hall (JH). It is hoped that the report will assist the department in developing a program at YGC, bringing JH & LCRS into compliance with Board of Corrections standards. The JJC and the Probation Department will agree on how to move forward. Policies, procedures and funding a full time Ombudsman are the next phase of concerns. The Ombudsman team will continue supporting the department and agrees to train staff on grievance issues and assist with the development of grievance policies and procedures for both JH and LCRS.

The JJC extends a heartfelt thanks to the Ombudsman team for developing the report

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and for making the Ombudsman position a reality. Timothy Dupre, Chair will prepare a letter of thanks to the Sheriffs Department for the assistance of Louise Minnick.

Action item-motion: Accept the [drafted] Ombudsman project report as submitted by Louise Minnick; S/C.

Ombudsman Taskforce members: Commissioners Creel, Adlo-Robinson, Hale and Cowan. The charge: locate funding for the Ombudsman position, developing plans to work with the Probation Department.

IV. CHIEF PROBATION OFFICER REPORT

The count has been very high 134 detainees; 101 males and 33 females. A contributing factor to the high count is due to out-of-home placement failures. Q: How are girls housed and are they double bunking? A: Some girls are housed in RU and G2 and double bunking is occurring.

V. Presentation: Donald Sanders, Substance Abuse Counselor at LCRS

The LCR Substance Abuse Program was developed in 1986 as a result of the number of youths entering the system with substance abuse problems. Youths are referred to the substance program by the court, LCRS Director, counselors or staff. Once assessed a treatment plan is developed for the minor. The services which make the program successful are in place at LCRS (i.e. vocational, education, etc.) indicating LCRS IS ahead of its time. The treatment plan is designed much like school (i.e. freshman, sophomore, junior, senior) and continues until the youth is a senior. Prior to leaving the facility, a linkage is formed between the correctional facility, and the treatment community forming a continuum of care for the youth.

The family component is also included in the Substance Abuse program complimenting the LCR program. Q: Who tests for positive urinalysis? A: If it is suspected that drugs are involved during a visit, urinalysis is performed through a lab in Redwood City. Determining if a youth has a substance abuse problem is initially determined when admitted to JH. There are currently 30 detainees in the substance abuse program. Q: Who initiates the urinalysis in JH? A-T. Mtambuzi: The urinalysis is initiated by court order. Q: Who is providing after-care presently? A: After-care is provided by JH. When funding for the substance abuse program was discontinued after-care or monitors were no longer available at LCRS. It should be noted that after-care is essential in LCRS. Q: What is the estimate of the fifty (50) youths at LCRS who has abused alcohol or other substances? Including the selling of drugs? A: All fifty of the young men has been involved in drugs and/or alcohol. About 40-50% attempt to sell drugs.

VI. Norman Cole, Superintendent Building and Grounds: The fire safety certificate has not been issued because the general contractor is unable to get the sub-contractor to program the three remaining devices. As a result the building is not certified by the Fire Marshal and the City is liable if anything occurs. Q: When will the W buildings be painted. A: The high contents of lead in the W buildings including the lack of funding has slowed the painting process. **Action item-recommendation:** a) The JJC will prepare a letter requesting the City Attorney expedite the issues between the contractors. b) The JJC will also prepare a letter to the Juvenile Probation Commission regarding the painting project and the status of lead in the W buildings.

VII. COMMITTEE REPORTS:

Court/Wardship Committee Gary Harrington, Chair

The committee completed the comprehensive group home training by visiting two group homes on May 26. With the assistance of Richard Bell, Department of Human Services members of the committee including the Administrator inspected the group homes. Actual inspections of group homes will begin during the summer.

Action item-motion: meeting extended for 18 minutes S/C.

Girls Task Force Alexis Goldner, Chair

A meeting took place between Commissioner Goldner and Janet Medina, JH Director.

The classification system is being improved for the females. Reiterate: the objective for the task force is to review issues faced by females, giving them an opportunity to voice how they view their needs (i.e. the quality of clothing). Further the task force should make plans to re-evaluate the programs currently in place per the inspection. Additional concerns include the literature available to the girls.

Action item-motion: meeting extended until 6:30 S/C.

Facility Committee Rose Willis Committee Chair & JJC Treasurer:

Budget procedures were requested from Kate Harrison, Budget Analysis of Superior Court. Currently no procedures are in place for training meetings, refreshments, etc.

Incident report reviewer, Damone Hale: Both Commissioners Dupre and Hale received reports of an incident which took place in B5 involving a counselor and a minor including a minor who attempted suicide. Both incidents involved the same minor. The documentation received from SPY was much better than in the past. Though the minor was released he was also being monitored; one of the JJC's goal was to question the treatment plan designed for the minor. Other issues involve laundry and assaults which has decreased. Suicide ideation, gestures and attempts are also down.

VI. ANNOUNCEMENTS: A graduation celebration will be held in the JJC office for Youth Commissioner Rodriguez.

VII. ADJOURNMENT: 6:35 p.m.



NANDOR VADAS, SECRETARY



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 10, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Rev. Timothy Dupre, Chair at 4:23 p.m.

II. ROLL CALL:* arrived after roll was call

Commissioners Present:

Bates-Creel

Dupre

Goldner

Pavlenko

Willis

Commissioners Excused/Absent:

Adlo-Robinson

Cowan -excused

Elizalde

Hale-excused

Harrington

Rodriguez-excused

Vadas

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator

Ina Gyemant Supervising Judge of Juvenile Court

Judy Griffin, Assistant Chief Probation Officer

Johnny Miller, Director LCRS

Donald Toomer, Woodside Learning Center

Amiee Exnicos, Probation Officer

Michael Wheeler, Ombudsman Project

Guest Present:

Robert Price

James Jackson

John Knox

III. No Quorum for Minutes Approval

IV. Presentation- Focus Vocational Program:

A background of the Vocational Program at Log Cabin Ranch School (LCRS) and the evolution of the vocation program was detailed by James Jackson. A multi-approach is used in the vocational program including working with the Substance Abuse Counselor,

VI. The CHIEF PROBATION OFFICER REPORT, Judy Griffin, Assistant Chief Probation Officer.

- The count is high due to a large percentage of youth in JH; many youths [detainees] have mental health problems and limited placement is available, thereby increasing JH's count.
- A few requisitions has been released by the Mayors Office allowing for additional positions in the Probation Department.
- No new details regarding the Mayors Juvenile Justice Plan.
- Fire Clearance-the contractors performed the work which was inspected by the fire marshal. A verbal fire clearance has been passed for JH as a result of the letter sent by the JJC to City Attorney Louise Renne.
- LCRS count is 50 with a capacity of 84. Q: Is a collaborative being considered with other counties who would pay for bed space? A: In the past, contracts were considered, however, other counties has opened their own ranches and our older ranch is not high on the list. A discussion is being planned to make LCRS more appealing including inquiring why bench officers do not sentence more youth to the facility.
- An Assessment Unit has been developed. This coed unit will open August 14 and will include less sophisticated girls and boys...a new look in JH.
Ms. Griffin will be missed when she retires August 1997

VII. CHAIR REPORT, Rev. Timothy Dupre: Committee Chairs are urged to complete the goals and objective forms for the past six months including goals for remainder of the year. These forms are to be submitted to the Administrator asap.

COMMITTEE REPORTS update for the past six months:

- Girls Task Force, Commissioner Goldner, Chair: A meeting took place w/Janet Medina a dinner w/the girls is being planned including a hearing to listen to girls issues.
- Facilities committee, Commissioner Willis, Chair: This past year the Administrator has moved to the JJC office and new furniture has been added; additionally a meeting was held w/LCRS, Probation Department and Woodside Learning Center in an effort to resolve a confidential matter... the resolution was successful; suicide incidents in JH are continually monitored; the incident of a counselor's misconduct was also investigated.
- Ombudsman report, Commissioner Creel, Chair: A final report has been completed however, a few sections need to be edited before it's released. The goals of the committee include obtaining funding for the Ombudsman position. The release of the report will be voted on in the August 1997 meeting

VIII. ADJOURNMENT: 6:35 (Closed Session)

NANDOR VADAS, SECRETARY



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 2, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre at 4:30 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan	Bates Creel
Dupre	Hale
Phan	Williams *
Willis	

Commissioners Excused/Absent

Adlo-RobinsonRodriguez	
Elizalde (excused)	Vadas
Goldner	Harrington(excused)
Konaris	Pavlenko (excused)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Donald Toomer, Principle Woodside Learning Center
Janet Medina, Director Juvenile Hall
Terry Twang, P.O.
Amiee Exnicos, Supervisor
Gabriel Maldonado, P.O.
Don Chan, Probation Commission

Guest Present:

Louise Minnick, Sheriffs Department Yulanda Williams, S.F.P.D/S.F. Youth Court
Michael Wheeler, Ombudsman Calvina Willliams, Exec. Director-S.F. Youth Court
Michael Fuller, Criminologist

III. NO QUROM FOR APPROVAL of MINUTES

CHAIR COMMENTS: Good news has been received from Delancy Street. Dr. Mimi Silbert notified the JJC that Delancy Street Foundation through the Mayors Criminal Justice Council will fund the Ombudsman position. The Chair will contact Kimko Burton at MCJC regarding the status of the funding. The JJC is excited about the Ombudsman position becoming a reality from hard work.

New Business:

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-The Chair will be attending a conference on "Male Violence" held in New Orleans next week;

-A training has been arranged for new JJC members on October 3 @ 5:30 p.m.

-The Board of Corrections annual training will occur on October 17-18 and space is available for 8 members. The training benefit will include an opportunity to collaborate with Commissioners from other counties.

-A Barbecue for girls spearheaded by Commissioner Willis is being planned and remains in the discussion stage while the new CPO becomes acclimated and logistical problems are smoothed out, the JJC anticipates hosting the barbecue within the next thirty (30) days. The focus of the barbecue is to hear from the girls in JH to discuss their concerns. *(at the adoption of these minutes the Girls event has been rescheduled to Dec. 11, 1997 from 7-9 p.m)*

V. PRESENTATION: San Francisco YOUTH COURTS, INC.Calvina Williams, Executive Director and Yulanda Williams (unrelated), S.F.P.D.: S.F. Youth Court began in 1988 and operates as a "regular" court with youth serving as jurors to their peers. The jurors are trained through the District Attorneys Office. The Youth Court receives cases through the Unified School District, Probation Department and SF Police Department. Youths and their families are educated about crime during family preservation day held quarterly. Commissioner Damone Hale serves as judge for SF Youth Courts and Rev. Tim Dupre also participates with the organization. SF Youth Courts will be hosting a fund-raiser at the Lorraine Hansberry Theater on October 25 1997.

VI. OMBUDSMAN Summary, Michael Wheeler, Ombudsman: Thanks the JJC for renewing the contract for the Ombudsman position through December 1997. New forms including action requests were updated; both staff and detainees responded positively to the forms. These forms and grievance procedures be implemented at LCRS. Wheeler distributed August & September statistics. Interns assisting the Ombudsman program are students in the criminal justice program at SF State.

VII. COMMITTEE REPORTS
Treasurers comments: On September 18, 1997 the Executive Committee including other JJC members met with the CEO, and Fiscal Analyst of Superior Court. This successful meeting resulted in per diems being reinstated for JJC members. Each member will receive \$25.00 twice per month for meeting attendance. Members should give the Administrator their social security numbers and the per diem will be retroactive from July 1997. Another meeting with the Superior Court will occur in October per their request. The Superior recognizes the JJC an independent body and observed its recent changes that extend beyond inspections.

VIII. CHIEF PROBATION OFFICER REPORT Recently appointed Chief Probation Officer Jessie Williams introduced to JJC members. CPO Williams is "thrilled about being in San Francisco". He hopes to accomplish positive results among residents and staff in the Probation Department and looks forward to working in a partnership with the JJC. His career began twenty eight (28) years ago as a Probation Officer in Baltimore and believes it is possible to have public safety. An obligation of the Probation Department

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includes accountability and public safety to ensure juvenile offenders have an opportunity for success. Chief Williams recognizes the challenge and looks forward to placing Juvenile Justice issues in the forefront in San Francisco—modeling how serving youth should be done.

Questions from JJC members: Will you work with existing staff? Are replacements expected? CPO: While no decisions have been made, a general feeling will be gathered after being around for a while. He anticipates doing much listening and learning while reserving the right to make decisions down the road. Q: Traditionally, the JJC has had a Liaison meeting with the CPO and it is hopeful these meetings will continue. The Liaison meeting is an informal meeting with the JJC members and the CPO. CPO: A Liaison meeting w/JJC members seems reasonable as well as attending monthly general meetings...unable to commit to every meeting but fostering open dialogue is encouraged. Comments included JJC mandate, background, roles and previously relationship with Probation Department.

IX. PUBLIC COMMENTS:

Michael Fuller: Historical insight on meeting per diems for JJC members.

Donald Toomer, Principal Woodside Learning Center: requests to be placed on November agenda.

Amiee Exnicios, Non Resident Supervisor

X. ADJOURNMENT: 6:00 closed session



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

DECEMBER 4, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre, Chair @ 4:29 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners present

Adlo-Robinson	Goldner
Cowan	Pavlenko*
Creel	Rodriguez
Dupre	Willis

Commissioners Excused/Absent

Elizalde -(e)

Hale

Konaris

Phan -(e)

Williams -(e)

Juvenile Court/Probation Department staff present:

Yolanda J. Bell, Administrator

Ina L. Gyemant, Presiding Judge of Juvenile Court

Juvenile Probation Department and Woodside Learning Center Department managers were not present.

Amiee Exnicios, Supervisor Non Resident Intake

Don Chan, Juvenile Probation Commission

Guest Present:

Kelly Dearman, City Attorneys Office

Michael Fuller, Probation Department Association

CHAIR COMMENTS-Commissioner Dupre Chair highlighted the 1997 accomplishments of the Juvenile Justice Commission (see attached).

V. JUDGES CORNER/Ina Gyemant, Presiding Judge: Youth Treatment Education Court (Y-TEC) first client entered the program which has been operating for two

weeks. More funding has been received for Y-TEC. Judge Gyemant will be leaving Youth Guidance Center during the month of January and Judge Donna Hitchens will supervise Family Courts which also include delinquency court. The Dependency Court will move to the new Courthouse and remaining furniture at 633 Folsom is available for the Juvenile Justice Commission Offices. *Chair Dupre:* The JJC extends sympathy to Judge Gyemant in the loss of her mother and regrets her leaving Youth Guidance Center.

VI. COMMITTEE REPORTS.

Facilities Committee Commissioner Willis, Chair:

- A list has been distributed to all members reflecting holding cells requiring annual inspections per Judge Gyemant and the Board of Corrections; the inspections should be completed prior to the end of the year; it was recommended that inspection are performed prior to 2 p.m. Inspection forms are available from the Administrator.
- The girls gathering event is planned for girls in both G1 and the coed units on **December 11** between 7-9 p.m. Commissioner Dupre will donate a cake, and Commissioner Willis and the Administrator will donate the gifts for this event. Contributions are accepted for the youth detained in Juvenile Hall.

Court Wardship Committee, Commissioner Pavlenko: inspections of several group home were completed and a report is forthcoming.

Youth Speaks, Andrea Rodriguez Youth Commissioner: David Igniceno from Y0 publications would like to attend an upcoming JJC meeting. Chair Dupre asked the youth members to attend the S.F. Youth Commission meetings in 1998 and meet with other Youth Commissioners in the Bay Area.

Ombudsman report: the Ombudsman distributed November statistics and was asked to attend facilities committee meetings; discussion about the Ombudsman's role in suicidal attempts and follow-up procedures for JH; and how the Ombudsman plans to communicate information to the JJC.

Nominating committee-recommended slate: **Chair**-Commissioner Dupre (*2nd Term*), **Vice Chair**-Commissioner Creel (*2nd Term*), **Secretary**-Commissioner Pavlenko, **Treasurer**- Commissioner Willis (*2nd Term*). Slate accepted as recommended **Motion S & C**. *Discussion:* At-large members roles and history. **Motion:** elimination of the at-large functions and removal of at-large roles from the bylaws. Called for the question yes= Commissioners Dupre, Willis, Adlo-Robinson, Pavlenko; nay=Creel and Cowan.

Action items-Motion: Youth commissioners attendance at the executive committee meetings.

Point of clarification-should the nominating committee and bylaws committee include the same members?

Discussion the amendment of the bylaws; how to have more members at General meetings and Executive Committee meetings;

Chair Dupre read a letter from Commissioner Harrington who resigned. A letter will be sent to Commissioner Harrington thanking him for his service and commitment to the JJC.

Motion: meeting extended as needed **S/C.**

Motion: recommendation that meeting times change from 4 p.m. to 5 p.m.

motion tabled until January.

Motion: suspend rules for the January meeting permitting the meeting time to change. **S/C.** Opposed-Commissioner Adlo-Robinson

VII. CHAIR REPORT:

- **1997 retreat**, was successful and included plans for 1998, developing member relationships, discussing household issues, etc. Reflections from Commissioners Pavlenko, Adlo-Robinson and others enjoyed the retreat emphasizing commonalties in members private lives and how support should be extended to JJC members;
- **Legislation** about the Tanif funding is forthcoming.
Out of order Motion: housekeeping items held over to the Executive Committee meeting in January 1998. Friendly amendment-housekeeping items tabled until January general meeting agenda and discussed before reports.

VIII. PUBLIC COMMENTS:

Michael Fuller, Probation Department Association: expressed his feelings about the return Judge Hitchens to YGC. He also stated his concerns regarding the conditions at YGC, the JJC charter and the JJC relationship with Superior Court. **Amiee Exnicios**-echoed Mr. Fuller's concerns and addressed concerns regarding confidentiality issues and the reopening of Hidden Valley Ranch for girls.

IX. ANNOUNCEMENTS:

- upcoming Rites of passage (December 12th)
- Delancy Street has applied for a charter school

X. ADJOURNMENT: at 7: 30 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellog Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher
Anson Moon
Gary Harrington
Ruth Cowan
Georgette Elizalde

It was moved, seconded and carried:

To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:...the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 2

Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 3

-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

Adopted General Meeting Minutes
March 2, 1995
Page 2

is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item
-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

- the need for a written report or prepared questions from the CPO prior to meetings in his absence
- determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;
- revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

**XI. ADJOURNMENT: 6:15 p.m.
6:00 p.m. M/S/C to stay fifteen minutes over**



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

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the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursuing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

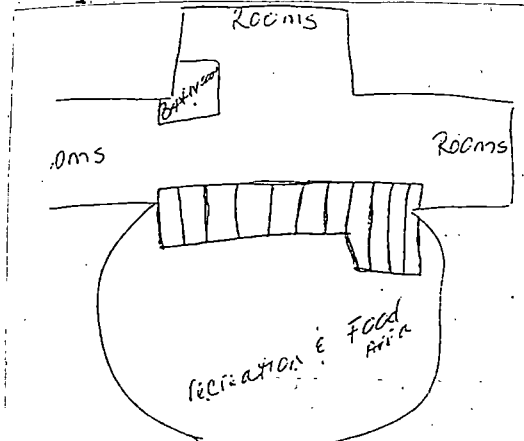
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. **ROLL CALL:** by Secretary-Commissioner Elizalde **Commissioners Present:** All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant
Chief PO Edgar Flowers
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. **APPROVAL of MINUTES:** M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. **ELECTION OF OFFICERS-** Commissioner Harrington Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasure
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. **Motion: to approve the slate as presented, second, carried.**

V. **CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:**

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned: Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellog Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher

Anson Moon

Gary Harrington

Ruth Cowan

Georgette Elizalde

It was moved, seconded and carried:

To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:...the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 2

Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 3

-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

Adopted General Meeting Minutes
March 2, 1995
Page 2

is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item
-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

-the need for a written report or prepared questions from the CPO prior to meetings in his absence
-determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;
-revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

**XI. ADJOURNMENT: 6:15 p.m.
6:00 p.m. M/S/C to stay fifteen minutes over**



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

**Adopted General Meeting
May 4, 1995
Page 2**

the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursuing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

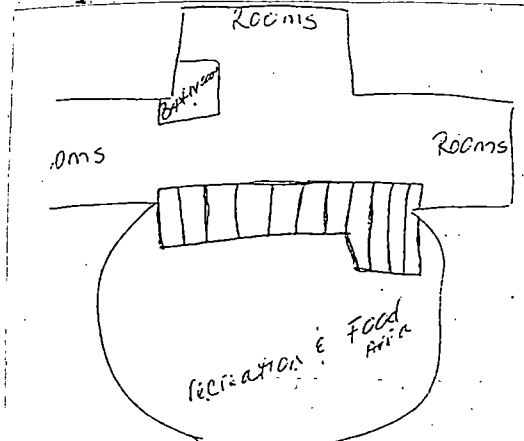
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. ROLL CALL: by Secretary-Commissioner Elizalde Commissioners Present: All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant
Chief PO Edgar Flowers
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. ELECTION OF OFFICERS- Commissioner Harrington

Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasure
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. Motion: to approve the slate as presented, second, carried.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned: Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING January 4, 1996

- I. **CALLED TO ORDER:** Anson Moon (chair) at 4:10 p.m.
- II. **ROLL CALL/ INTRODUCTION OF COMMISSIONERS**
All Commissioners present with one exception
Commissioner Excused:
Georgette Elizalde
Commissioners Absent:
n/a

Juvenile Court/Probation Department staff present:
Presiding Judge Ina L. Gyemant
Chief Probation Officer, Edgar Flowers
Fred Virgilio, Director Probation Services
Don Chan, Secretary Juvenile Probation Commission
Yolanda Bell (JJC Administrator)
- III. **APPROVAL of MINUTES:** minutes of December 1995 be approved as mailed **Action item-** M/S/C. November 1995 minutes (page 2) should reflect Youth Commission not "Youth Court".
- IV. **JUDGES CORNER/ Ina Gyemant, Presiding Judge:**
-A dependent and delinquent youth of the court committed suicide in an out-of-home placement. Commissioner Cohn spoke to Judge Dondero and confirmed that the Court had no objection to the Juvenile Justice Commission investigating the suicide;
-The Queens Bench-A Women's Lawyer organization attended a Christmas Party for the girls in G2 and it was very well received. The girls talked about their experiences in JH and the programs available to them. Overall a positive experience.
- V. **CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:**
-The CPO had the opportunity to meet the new Juvenile Justice Commissioners, and took them on a tour through JH. Population statistics for December: admission=234 males and 61 females for a total of 295;the average daily population=males approximately 100 and 21 females. The average length of stay for males were approx 13 1/2 days and 10 1/2 days for females. The population today is 103 with 21 at H.V. and 21 females. The girls population is high and can be attributed to the court detaining a larger number of girls due to their charges. JH statistics will be computed differently and a revision is forthcoming.

-A ward of the court has unfortunately committed suicide which is being "routinely investigated" by the medical examiner.A

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report is expected in six to eight weeks. **Q-Commissioner Harlan:** Santa Clara County has a multi-disciplinary team that investigates cases when a suicide is committed including tracking what could have happened..does San Francisco have a similar service? **A-CPO:** No-not formally. CPO provided brief background information about the youth; He was monolingual, attended Newcomer High School and the Horizons after-school program, was involved with other programs and was receiving counseling services.

Chair: The JJC will be investigating the suicide incident including a follow-up of the attempted suicide last year (1994).

Comments-Commissioner Cowan: Applauded the department and the staff for positive changes which has occurred in JH.

Hidden Valley> Commissioner Moon: What are the plans for H.V. since the Probation Department has passed a resolution allowing H.V. to remain open? **CPO (discussion-summary):** H.V. has been opened since August and was initially planned for temporary housing, allowing two units in JH to close during renovations. The Probation Commission has reviewed the programs at H.V., including speaking to parents who supported the opening of H.V. resulting in a resolution passed. Additional personal would be required at Hidden Valley, therefore, the department has decided to close one unit in the JH allowing staff to be utilized at H.V. Historically, a unit is always closed in JH. The closure of one unit in JH will allow housing for 30-40 youths at H.V. eventually relieving the overcrowding in JH. (i.e. housing girls in B1 verses G2);

Will the Court sentence more youths as a result of more beds available? (extensive discussion summarized)

CPO: No. **Judge Gyemant:** The court receives a daily count and has in the back of their mind how to get a youth released. More beds does not influence the courts' decision to detain more youth. **Probation Department:** The Department spends a considerable amount of time reviewing if youths may be released early. These are youths who will be recommended for probation in an attempt to maintain JH below capacity; Though bed space is limited, JH must be prepared to respond to the inflexible count--H.V. is the alternative. **JJC-Q's:** What is the logic of transporting youth one and a half hours away instead of housing them in JH? How many times was JH faced with the crisis [overcrowding situation]? Which detainee will go to H.V.? **Probation Dept:** Youths who are not violent and those who can operate in an open setting, without the intense restrictions currently exhibited in JH are sent to H.V.; Family access issues; how will families see their children? **Probation Dept:** Parents are allowed to visit H.V. and have expressed

satisfaction; additionally on Sundays there is a bus which transports visitors to LCRS and on occasion youths are bought to JH for family visits.

Commissioner Hale:(summation) Having more bed space (H.V. or JH) is not the answer for troubled youths. **Action item-M/S/C** The Chair will prepare a letter to the Probation Commission stating the concerns the JJC has about their [JPC] policies. Commissioners input are encouraged. **CPO:** In the past six months we have had an overcrowding in the girls unit...despite our efforts for early release these alternatives are not applicable for girls currently in custody. **Comments-Commissioner Adlo-Robinson:** Young ladies require special attention, which have different issues while being incarcerated, including detoxication, privacy issues;

Court School Program: This program allows youths to go to school while under Probation supervision outside of JH. A counselor is assigned to the community day school who works closely with the Probation Officers, reviewing the attendance, youth progress, academics and their behavior while in the program; PO's recommend youths who will be assigned to the program; This program has relieved some of the overcrowding at JH.

- VI. CHAIR REPORT Commissioner Moon:** views his role as that of a "Facilitator". The goals of the JJC will be determined by Commissioners collectively;
Committee assignments, functions and protocols (briefly discussed); **Work plans** including timeliness will be presented to the Executive Committee for approval; **An Observer** will attend the JPC meetings, providing updates at the JJC monthly meetings; Jan-March observers are Commissioners Cowan and Willis-Juvenile Probation Commission meetings are held the 2nd Wednesday. **Standing Rules** first draft will be completed by January 31; Commissioners Adlo-Robinson, Harrington and Moon has been assigned to the committee. **Barrier gate** policies and practices has not been established by the JPC;the JJC will take an active role with the JPC in formulating policies and practices of the barrier gates {Facilities Committee}.

6:15/ Action item: Extend the meeting 5 minutes M/S/C.

VII. COMMITTEE REPORTS:

Court/Wardship Committee - Steve Cohn: A thorough investigation of the suicide will be performed, including interviewing all individuals and departments involved.

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Facilities Committee-Timothy Dupre & Youth Commissioners:
"Barrier gates do not look harsh..they [barrier gates] did not feel offensive." The Youth Commissioners received a tour of JH and had the opportunity to view the merits program, discussing their observations of laundry with the staff. (this item referred to the Liaison Committee); A **religious** program took place at LCRS on January 6; as a result of the program regular Protestant services has been scheduled at LCRS.

VIII. NEW BUSINESS: Girls at Risk - Task Force

Girls at risk will be examined closer with the Facilities Committee. **Action item:** A task force be implemented to explore "troubled girls", including taking a closer look at girls issues, the population count and overcrowding issues. **Call for the question-Approval of the Task Force M/S/C;** The task force will make recommendations through the Executive Committee; Commissioner Adlo-Robinson will Chair the task force.

IX. ADJOURNMENT: at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

February 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon, Chair at 4:20.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo-Robinson	Sparky Harlan
Steve Cohn	Damone Hale
Ruth Cowan	Gary Harrington
Georgia Creel	Anna Pavlenko
Timothy Dupre	Nandor Vadas
Alexis Goldner	Rose Willis

Commissioner(s) Excused:

Andrea Rodriguez (Youth Commissioner)

Commissioners Absent:

Georgette Elizalde

Juvenile Court/Probation Department staff present:

Judy Griffin, Director of Juvenile Hall (representing Probation Department)
Don Chan, Juvenile Probation Commission
Yolanda Bell {JJC Administrator}

Guest Present:

Robert Figone, Administrator Pupil Services of San Francisco Unified School District
Donald Toomer, Principal of Woodside Learning Center

Woodside Learning Center Faculty:

Richard Wheeler	Dr. Reed Rhodes
Patrick Dunn	Jillina Pope
Ishmael Martinez	Berta Moore
Lois Cardinal	James Fithian
Irene Malone	Joyce Monroe
Sonya Taylor	
Robert Polich	

III. **APPROVAL of MINUTES:** M/S/C the minutes of January 4, 1996 be approved as amended.

IV. **JUDGES CORNER (Superior Court Judges not in attendance)**

Chair comments: The Juvenile Probation Commission has a vacant seat which are held by the Superior Court. Judge Gyemant has made recommendations, however those Commissioners interested may forward their resumes to Judge Gyemant for future consideration. **Comments:** Previously, appointments made to the JPC were members from the JJC since they were trained in the area of Juvenile Justice. Are we aware if the judge will continue the policy? The judge can select 1-2 names but the Mayor may reject her submissions; **Chair:** The judge may not be aware of the previous practice but she will consider members who submitted their resume.

V. **NEW BUSINESS:**

* Commissioner Dupre: Members of the Facilities Committee visited H.V. and spoke to the staff and detainees candidly. The committee were impressed with the enthusiasm of the staff and noticed that youth responded positively. **Recommendation:** Juvenile Justice Commissioners visit the various cottages at JH and hold "round table" discussions with staff including the educational staff, counselors, probation officers and maybe youth. The round table discussions would give the JJC a sense of what happens at the various levels encouraging objectivity from members {JJC dialogue} Commissioners Harlan, Moon, Dupre and Vadas will form a plan, outlining and submitting a recommendation to the Executive Committee.

* Commissioner Vadas: District Attorney Terence Hallinan would like to make a presentation to the JJC describing his goals for the next four years and what he foresees as prosecuting juveniles in San Francisco. **Action item- Motion:** The JJC will extend an invitation to District Attorney Terence Hallinan to attend the March JJC meeting S/C.

VI. **WOODSIDE LEARNING CENTER (WLC): JJC 1995 Juvenile Hall Report:**

Synopsis of the discussion led by Commissioner Gary Harrington: The JJC inspected Juvenile Hall March 1995 and produced a report of its findings which was published December 1995 (The JJC acknowledges the untimeliness of the report). Woodside

Learning Center was dissatisfied with the characterization of the report.¹ Donald Toomer Principal of WLC: "...we as dedicated educators feel the report [JJC 1995 JH Report] was unfounded and offensive." Mr. Toomer discussed what he perceived as inaccuracies contained in the 1995 JH report. The WLC faculty emphasized their experience.

Bob Figone, Administrator of Pupil Services-S.F. School Dist: "I thought I was reading a 1992 report..and I was quite upset." Mr. Figone credentials include former memberships on the California Youth Authority Parole Board, the Delinquency and Prevention Commission (S.F.) including the Juvenile Justice Commission. "I am displeased of what I read [JH 1995 Report] for it sends a message that we at JH in the educational department are not performing our jobs...we do have a goal at JH; "There have been new programs implemented in JH. Many changes have occurred since the insufficiencies that transpired at WLC in 1992". Mr. Figone suggested that a mechanism be activated reflecting the conditions of the JH educational department. He added that better communication between WLC and the JJC is necessary to move forward.

Commissioner Harrington agreed to review the report and if any inaccuracies exist they will be corrected. Future discussions with Mr. Toomer, WLC principal and Mr. Figone are being planned.

VII. Judy Griffin, Director of Juvenile Hall representing the Probation Department - re: JH 1995 Report

The following are primary concerns regarding the condition of JH (as cited in the 1995 JH Report).

- * Since the publication of the report all the units have been renovated including problems with the bathroom facilities (as cited on page 2 1995 JH Report). Final renovations will include additional bathroom facilities in both G2 and B4 units;
- * Electronic doors will be installed (time frame for installation were not available) and will be locked only in the evening;

¹Article VI of the reports cites "minimum school day of two hundred forty minutes" the report incorrectly noted the requisite should be 480 minutes; The JJC will correct this error in the follow-up report.

- * One person per room and double bunking; JH does not meet the state standard of one child per room when there is a high count. This deficiency cannot be corrected;
- * The [cracked] window in G2 has been repaired;
- * Undersized class rooms were accurately portrayed in the report;
- * Adequate lighting in the units will be retested once the renovations are completed.
- * Recreation- the lack of recreation as reported in B5, was a result of the split program which has been discontinued.
- * Religion-though various churches offer their services many youth lose their motivation for attending the Sunday services; This is a problem for JH. However, a solution is being sought.
- * Classification system-The computer system for which the classification system was written is no longer in function.
The system would allow detainees in JH to be classified. A request has been submitted to upgrade the system. This classification system is different than the one in the Probation Department.
- * The grievance system has improved and is ongoing.
- * Special dietary needs-JH was not aware that this section was not met.
- * Larger clothing- often larger clothing is not available and there is no resolution on this issue.

Motion: Extend the meeting for 15 additional minutes S/C.

VIII.COMMITTEE REPORTS:

FACILITIES: The committee visited H.V. and it appears durable; Discussion regarding whether the JJC will support a policy of more beds for youths. **Chair Moon:** A letter was written to the JPC regarding H.V. The JPC responded by expressing they did not make policy. **Recommendation:** The Facilities Committee work with the Probation department to develop policy for H.V.

COURT/WARDSHIP: Investigation of the youth who committed suicide last year continues.

IX. PUBLIC COMMENTS:

Michael Fuller (a private citizen) expressed his concern regarding the suicide investigation.

X. ADJOURNMENT: Meeting adjourned @ 6:50 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

March 7, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon Chair at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo-Robinson	Pavlenko
Bates-Creel	Vadas
Cohn	Willis
Cowan	Dupre (late)
Elizalde	Hale (late)
Harlan	Harrington

Commissioners Excused:

Goldner
Rodriguez (youth commissioner)

Juvenile Court/Probation Department staff present:

Presiding Judge, Ina L. Gyemant
Judy Griffin, Director Juvenile Hall
Yolanda Bell, JJC Administrator

Guest(s) Present:

Terence Hallinan, District Attorney

III. APPROVAL of MINUTES: M/S/C the approval of the minutes February 1996 be deferred until revision are made.

IV. Probation Department Report/ Judy Griffin, Director Juvenile Hall:

- **Staffing shortages:** JH is overcrowded and under staffed requisitions for new employees have been submitted to the Mayors' Office, however they have not been filled. 22 girls are in JH; due to staffing shortages one unit remains closed; there are six (6) units open including H.V. The on-call staff has been over utilized while waiting for vacancies to be filled. **Action item: Facilities Committee will review JH staffing crisis, determine if intervention or if a recommendation is needed M/S/C;**

V. JUDGES CORNER/Ina Gyemant, Presiding Judge:

A Youth Drug Court is being pursued. A committee went to Visalia to review their Youth Drug Court, the only one in the state.

Q & A: Who is on the committee? Bruce Chan & Janet Forsythe (Public Defenders office) Cindy Lee (District Attorneys office.) Norman Keeling (Probation Dept.), Jeff Mori (Mayors Youth Children and their Families), Director of the Haight Ashbury Clinic-advisor, Adrienne Miller (Traffic Hearing Officer), Robert Dondero (Bench Officer) & Commissioner Rev. Timothy Dupre; Will DUI be part of Drug Court deliberations? Yes it probably will be. Adrienne Miller has put together a treatment program for DUI.

VI. PRESENTATION-District Attorney Terence Hallinan: (the following is a summation of Mr. Hallinan's presentation)

JJC member introductions included features of both Facilities and Court/Wardship Committees; **Hallinan:** It is an exciting time in San Francisco, for people who are concerned with the status of our youth population and youth corrections. It is a wonderful position to have a Mayor, District Attorney and a Board of Supervisors who are at this point, on the same track for wanting to make improvements and finding money to do things that have not been done for a long time. Wanting to get the community together and get behind our young people.

- The District Attorneys Office will be making changes, though they have not been formulated. Changes will be seen in the Juvenile Correction system as a whole. Walter Aldridge will continue as head of the unit. The District Attorneys office will "beef" up the presence of the D.A. office with another Assistant D.A. who will take over probation violation and seek to improve the facilities, working closely with the court ensuring effectiveness and efficiency.

Mr. Hallinan is anxiously awaiting the audit which was requested by the Board of Supervisors recently, which he hopes will provide some guidance and "fresh ideas" of things that are done in other states, cities and communities. A proactive position is being taken with Juvenile Justice, Youth Guidance Center and young people.

- Hallinan reinforced his commitment to prevent crimes from happening as well as prosecuting crimes after they have happened. When a young person commits a serious and violent offence that person will be prosecuted in a meaningful way. The District Attorneys Office will attempt to develop ways that involve youth in the communities, involving ourselves with young people, playing a more leadership role

in preventing crimes from happening. Reducing the YGC population ideally under 110 [youth] would be a population that could be worked with in a meaningful way remarked Hallinan. Mr. Hallinan also expressed the importance of finding alternatives in the communities for non-violent and non-serious offenders and developing alternatives to incarceration. The District Attorneys office plans to develop individualized programs for youth offenders, including working with the Probation Department and tracking youth offenders throughout their careers, helping youths turn into a more positive existence.

- D.A.'s office "determined that the strip search was technically not a violation" since the young woman had a hearing at a previous time before she left and was returning to JH. The presence of male custodial personal at strip searches is not permitted with adults, and is not permitted with girl offenders in the California Youth Authority. The rules and regulations are unclear because of the phraseology of the hearing; Hallinan will be formulating a letter to either the JJC or JPC regarding the strip search, seeking a clarification of the rules. **Chair:** The JJC has looked into the situation with both CPO Flowers and Judy Griffin, due to the impending litigation we [JJC] are hesitate to issue a report at this time. The JJC will be working together with the Probation Dept./Juvenile Hall in an effort to clarify the policy guidelines. **JJC member comments:** The gender issue requires further examination; Both the JJC & the JPC are appropriate commissions for developing with the Probation Department policy guidelines; **Hallinan:** The JJC does have a role to play in looking into the strip search issue and as D.A. it [a strip search] will not happen again. **Commissioner Harrington:** "We have initiated the investigation and have spoken to people not only to find out what the actual events were that happened but what the record actually was, and we are very much working with the staff and the Director of Juvenile Hall to make sure it does not happen again and we will be making our recommendations."

VII. CHAIR REPORT:

Speakers will continue to address the Commission and its audience in the varied aspects of juvenile delinquency, which prove educational to everyone.

COMMITTEE REPORTS:

Commissioner Harrington- Facilities: The strip search incident is being followed-up, and a recommendation of policies and procedures will be made without factual findings, due to the impending litigation. **Action item-Motion:** The strip search discussion will continue in Executive session S/C. Undocumented youth at YGC pending adjudication was researched by Commissioner Vadas. The INS has several problems, there are no facilities appropriate for housing juveniles, no staff and often no parents at the youths original

homeland to take care of them; a discussion continues to take place within INS as they develop ways to prepare a protocol for minors in appropriate circumstances--who should be returned to INS custody and those re-patriot back to their homelands. **Q&A** Are un-documented youths being returned to INS? If there is an adult in the area (S.F./U.S) to be guardian the minor is turned over to that family. Griffin-Director of JH: The Probation Department does not generally get involved with INS, unless there is a transfer from the prison, county jail, or by court order. The JJC will continue to explore possibilities for un-documented youth. **Action Motion:** The Facilities Committee investigate and provide the JJC with a recommendation with respect to the INS issue. **S/C; Contraband-**How are the drugs entering JH? **Griffin:** The staff are not searching the youth properly.

Commissioner Cohn-Court/Wardship: The committee is dealing with one issue and that is the suicide. A decision was made to subpoena records from other agencies and departments. The responses from the subpoenas are expected by Friday. When the subpoenaed responses are received the committee will review and schedule interviews. This has extended the time needed to complete the report.

VIII. OLD BUSINESS:

Woodside Learning Center- Correspondence has taken place between the school and the JJC-a meeting is being planned during the month of March.

JH Overcrowding and double bunking did exist when several Commissioners visited JH led by Commissioner Dupre, occurred on 2/96.

IX. NEW BUSINESS:

Lark Thomas of Teenage Pregnancy and Parenting (TAPP) will speak at the April JJC General Meeting.

Thabiti Mtambuzi-commented on the 1995 Juvenile Hall Report. **Action item:** The JJC will "table" this issue until Facilities or Court/Wardship committee meetings.

X. PUBLIC COMMENTS:

Aimee Exnicios (Probation Department)- Commented on un-documented procedures;

Michael Fuller- (Private Citizen) Commented on 1995 youth suicide and strip search investigation.

XI. ADJOURNMENT: 6:25



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

May 2, 1996

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission was called to order by Anson Moon (Chair) at 4:15 p.m.

II. **ROLL CALL:** * arrived after roll was called

Commissioners Present:

Adlo-Robinson	Harrington*
Cohn	Moon
Dupre *	Vadas*
Elizalde*	Willis

Hale

Harlan

Commissioners Excused:

Cowan

Bates Creel

Goldner

Pavlenko

Rodriguez

Commissioners Absent:

n/a

Juvenile Court/Probation Department staff present:

Presiding Judge (excused)

Chief PO (excused) /Judy Griffin, Director of JH represented Probation Department
Yolanda Bell {JJC Administrator}

Guests Present:

-Members from the League of Women Voters

-Keith Choy, Mayors Criminal Justice Council

III. **APPROVAL of MINUTES:** M/S/C that the minutes of March 1996 be approved as amended; April 1996 minutes adopted.

IV. **PROBATION DEPARTMENT REPORT/ Judy Griffin, Director of Juvenile Hall** {Q's asked by JJC members, A's are Ms. Griffin responses}

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Adopted General Meeting Minutes

May 2, 1996

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The JH admissions are down including the count. Today's count is 128 which includes 119 detainees housed at J.H. (Juvenile Hall), 19 at H.V. (Hidden Valley Ranch). There is one unit closed (B1) and one double bunking in G2. There are no major incidents or problems. The bulk of repairs has been completed in JH. **Q:** Counseling staff do not have any where to go for breaks; has this issue been addressed? **A:** Yes it has been addressed. A memo was circulated requesting input from the staff. **Q:** Are youths tracked who are cited and released? What is the recidivism rate including those who fail to appear? **A:** Those who fail to appear are minimum. Griffin did not have facts on recidivism. **Q:** How many girls are being detained? What are the most frequent charges girls are held on? **A:** There were 21 in the a.m. G2 is open and one room has two girls. The most frequent charges including the recidivism rate would be forwarded to the JJC later. **Q:** Is there still a contract with Santa Clara for housing of youths. **A:** Yes, however, Santa Clara do not have any available beds.

Q: Has there been a noticeable difference in the population since the Chief of Police issued the directive stating not every youth should be booked/housed? at JH **A:** This was not a new directive but a reissue of a general order originally issued in 1989--despite the media's input. However, this issue was discussed in a meeting held between the Court and Probation and it was realized that due to the new police officers they should be reminded of the general order; there had been some admissions that should have been cited but were being admitted. There has not been a "drastic" difference in the population and [since the directive] it has not had a large impact either on citations or bookings.

Approx. a month ago the JJC requested that an interim **strip search** policy be implemented. What is the policy status? **A:** We have requested the police department to assign female officers as back-up when there is not enough female staff on duty in JH during the graveyard shift. Policy and procedures for the formal strip search has been submitted to the City Attorneys' office. **Q:** Can a female sheriff be placed in JH on an ongoing basis during the graveyard shift? **A:** We can look into this issue. **Q:** Has a interim or formal strip search policy been implemented during normal business hours. **A:** A formal policy has not been implemented until it is approved by the City Attorneys office-though an informal policy is in place.

Q: Is there any medical or SPY (Special Programs for Youth) available at H.V. or does a contract with local medical facilities exist? **A:** Nursing staff is at H.V. three day a week (short hour days) and at LCRS five days a week. Psych staff is at LCRS an "equivalent" of five days a week. Griffin was unsure of the actual schedule or hours which vary. In emergency medical situations, standard emergency procedures are utilized. (i.e Medivac, 911, etc.) Depending on the emergency, the staff will drive the youth to the closest medical facility. JH has psych staff available until 8p.m. and JH medical staff evaluates youths whom are ill (i.e. headaches, etc.)

Q: What is investigation status of the youth who was injured while being transported? **A:** The investigation has not been resolved and communication with the District Attorneys Office has not disclosed whether the incident was a criminal violation. **Q:** Currently are there any youths on home detention with the electronic monitoring system. **A:** We do not have anyone on home detention; a few months ago, the Judge did order a youth to wear the electronic devise--unsure of the status of the youth. **Q:** Does a substance abuse contract still exist? **A:** Yes.

V. CHAIR REPORT

The **audit report** has been distributed; all members are encouraged to review the report. At the last meeting Judge Gyemant (Presiding Judge) and CPO Flowers were of the opinion that the audit was the only audit contemplated, however, the CRA does recommend (pg. 11) an internal audit of the Probation Department including YGC. There will be two audits. [a point of clarification- Commissioner Hale]; **There was a meeting w/ the Educational Department** (members who attended the meeting was Commissioners Moon, Dupre, Harrington and the Administrator). The purpose of the meeting was to develop a rapport, resolving issues that needed further clarification; it was also agreed that if any errors or items which required further explanation they would also be addressed. The meeting ended on a hopeful note and [more meetings are being planned]. The school district suggested members of the JJC "drop in" on some of the classes, reviewing the programs, to gain a better feeling of the education department. The JJC **retreat** is scheduled for Saturday, May 4, 1996 @ 9:00 a.m. all members are requested to attend.

Committee Reports:

Court/Wardship Committee - Commissioner Cohn Chair, The suicide report is pending and **group home** visits are being planned; Prior to visiting the group home, the committee prepares by requesting program information from the group home, the committee submits an advance sheet to the home, and provides the group home with at least 48 hours notice of the visit. The **suicide** investigation has consisted of interviewing personnel within JH and Probation Department staff. The next phase will include interviewing staff of the group home and community based organizations who had contact with the minor. The report will go through a lengthy processes including drafts, editing, and JJC members reviewing the report, before a final report is printed and distributed at the **July 11, 1996 General Meeting**.

Facilities Committee-Commissioner Dupre (Co-Chair), The committee met and discussed the status of **interim strip search policy** and its implementation, the components of the **annual inspection**. The committee recommends JJC members speak to each department informing them of the criteria we will utilize prior to inspecting the facility. Meeting with departments in advanced will allow the JJC to take a "cooperative approach," alleviating staff apprehensions, and aim for better communication. No dates have been scheduled for the annual inspections. The committee offers its support to **Girls Task Force**.

Adopted General Meeting Minutes

May 2, 1996

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VI. OLD BUSINESS: Dept 29B has two stools in the holding cell and due to the fire codes there are no plans for additional seating.

VII. INTRODUCTIONS:

Several JJC members attended the reception for Kimiko Burton, Mayors Criminal Justice Council; Keith Choy from MCJC, highlighted the functions of the varied departments (i.e. grant writing, the monitoring of all the criminal justice departments, etc.) including other issues under MCJC.

VIII. ANNOUNCEMENT: Commissioner Dupre: Commissioner Hale had a death in his family and the JJC expresses its condolence.

IX. ADJOURNMENT: @ 5:45

**JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

JUVENILE JUSTICE COMMISSION MEETING ANNOUNCEMENT

The JUVENILE JUSTICE COMMISSION MONTHLY GENERAL MEETING
will be held Thursday, May 2, 1996 at Youth Guidance Center in the MAIN
CONFERENCE ROOM, 2nd FLOOR. The topic will be announced.

The meeting will begin at 4:00 p.m, the public and all departments are invited to
attend.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

updated 5/7/96

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 4, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:15 p.m.

II. ROLL CALL:(* arrived after roll call)

Commissioner Present:

Adlo-Robinson*	Hale*
Cohn	Harlan
Cowan	Harrington
Bates Creel*	Moon
Dupre	Pavlenko
Elizalade	Rodriguez*

Commissioners Excused:

R. Willis

Commissioners Absent:

Goldner
Vadas

Juvenile Court/Probation Department staff present:

Presiding Judge
Chief PO
Yolanda Bell {JJC Administrator}

Guest Present:

S. F. League of Women Voters - Introduction by Commissioner Cowan
Mayors Office staff

III. APPROVAL of MINUTES: M/S/C the minutes of February 1996 be approved as amended; March 1996 minutes approval deferred until May meeting. M/S/C

IV. JUDGES CORNER/Ina L. Gjemant , Presiding Judge:

Drug Court is proceeding; The next meeting [Drug Court] will include planning a program and looking at eligibility, which will be worked out with the Public Defenders and the District Attorney's Offices. Q: What steps can the court take to reduce the population? A: CPO Flowers has put together a new unit called Detention Control headed by Melinda Mills. The unit reviews the count daily. The review includes assessing each minor held in JH, why they are detained, determine if youth are eligible to be released, and instuiting community support so the youth can stay released. The court does not want to have a revolving door. The judges

are not releasing any youth that may be a public safety threat. Q: When the count is approx. 180 do you review it? A: No, Judge Dondero reviews it.

V. CHIEF PROBATION OFFICERS REPORT/ Flowers CPO:

The JH count is 129 youth; there are 109 boy and 20 girls, 19 youth are being detained at HV Ranch. The bench officers and the Probation Department has met to re-endorse the standing order when the count is over capacity in JH. The court agrees to review each case, and it is up to us [Probation Department] under the court order issued to bring kids for review -- which is being done; The count is taken seriously. Detention Diversion Advocacy Program (DDAP) is also working in conjunction with Melinda Mills and supervisors of Intake to assist in lowering the count.

Q: What are the current staffing needs? A: We have not received the five (5) requisitions promised. The civil service rules require employment be offered to those on the eligibility list unless those on the list are not sufficient. We are certifying people on a temporary basis for JH. Q: Are the employees working back-to-back shifts? A: Overtime is not wide spread..we hope to avoid it. Economically on call employees are more cost effective. **Judge Gyemant:** Judge Dondero also determines the number of cases that are post jurisdiction and pre dispositional in an effort to cut down on the number of youth held in JH.

CPO: The count has been reduced by fifty (50) youths. Reductions are cyclical but they also reflect the departments efforts. Q: Due to the current staffing situation how would you assess safety? A: "...overworked employees are more of an issue than safety."

The **auditors** assigned to review the Probation Department did not perform an investigation. The auditors/consultants were not a management tool. {dialogue, unclear of the auditors roles}; The JJC submitted a letter requesting an interim **strip search** policy be instituted opposing the performance of opposite gender searches. Policy and practice guidelines for an interim has been developed and are being reviewed by the City Attorneys Office. The interim policy will be made available by the end of the month. The department is in the process of arranging for the Police Department to have female officers available in the evening. This will ensure another incident will not occur. A report on the strip search has been completed with distribution guidelines. Requests for the report should be forwarded to the City Attorney Office. (JJC members expressed frustration of not having a strip search policy previously and the message the search sends to youth).

Action item-Motion: The Chair will prepare a letter to the City Attorneys Office and request a copy of the report. S/C.

VI. CHAIR REPORT:

Members should plan to attend the **reception** for Kimiko Burton the new Director of the Mayors Criminal Justice Council.

A **Spring Retreat** is planned for May 4, 1996. There will not be any training during the retreat from Youth Law Center. The Chair will prepare the retreat agenda and suggestions may be submitted.

Facilities Committee- Gary Harrington, Committee Chair: The committee investigates issues and policies as it relates to the overall operation of JH, HV and LCRS, including overcrowding concerns and staff shortage issues. Incident reports are reviewed and problem areas are discussed with the department in a Liaison meeting held monthly. Incident reports for March reflected fewer incidents, which may attributed to the decreased population. An annual inspection of the facilities will be postponed due to members participation in other investigations. *The Committee will review the following issues:* meeting w/various departments prior to inspections, undocumented youths and the detention facility in Santa Rosa,

Court/Wardship-Steve Cohn, Committee Chair: Court/Wardship committee handles issues related to youth who are declared Wards of the Court and those assigned to out-of-home placement. Examining youths placed in SF., understanding the group home process, the Probation Department responsibilities including communication between the two areas are focuses of the committee. The committee has concentrated for the past few months, on the youth who committed suicide (12/95). An estimated time frame for a completed report [suicide report] is tentatively 6 weeks.

Remaining issues:

- The time frame appears to be lengthy (many interviews are necessary);
- Will the report lengthy preparation time allow the JJC to participate in public policy issues?
- The report process: Issuance of a preliminary report vs. a final report only;

Action item-Motion: The Court/Wardship Committee will issue an INTERNAL preliminary report on the suicide investigation by April 18-CALLED FOR THE QUESTION no opposition-M/C

Court/Ward committee will be visiting San Francisco group homes (602 youths) in the next few weeks.

VII. NEW BUSINESS:

- The Administrators' position and title -(referred to executive committee);
- The Media and the JJC: Members should refer media inquires to the Chair;

VIII. OLD BUSINESS: Thabit Mtambuzi, Director of SPY: Strip search policy does exist between Special Programs for Youth and the Probation Department.

IX. PUBLIC COMMENTS: Amiee Exnicios-Home Detention for Youth

X. ADJOURNMENT: 6:25 p.m.

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Bylaws copy



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING June 6, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Hale *
Cohn	Harlan
Cowan	Harrington*
Bates Creel	Moon
Dupre	Pavlenko*
Elizalde	Willis

Yolanda Bell {JJC Administrator}

Commissioners Absent:

Goldner, Vadas, Rodriguez

Introduction of Guest:

Lark Thomas - Teenage Pregnancy & Parent Project

Kimiko Burton - Mayors Criminal Justice Council

League of Women Voters

Jake Smith

Reporters} The Recorder Legal Newspaper

San Francisco Chronicle

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant

Chief P.O. Flowers

III. APPROVAL of MINUTES: M/S/C the minutes of May 1996 be approved as mailed;

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Youth Drug Court is in the 2nd phase of a long process a methodical approach. However, Youth Drug Court implementation is targeted for Spring 1997.

V. CHIEF PROBATION OFFICERS REPORT/ CPO:

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(Q=are JJC members A=CPO response)

Hidden Valley is open but unoccupied...youth have returned to Juvenile Hall. B1 has re-opened. Hidden Valley staff is equivalent to one unit. Q: What are the changes pending in the girls unit? A: B1 will be converted to a girls unit; G2 will become an assessment unit and RU will remain the receiving unit. Q: According to the incident reports there were several suicidal gestures made by minors. These minors were placed on Q5. What is JH (Juvenile Hall) doing to monitor the behaviors of the youth? A: When suicidal behavior is observed SPY (Special Programs for Youths) is called. SPY then assesses the youth making the decisions. All questions regarding the medical procedures regarding suicidal ideology should be directed to SPY. {an extensive dialogue regarding the suicidal ideology ---CPO Flowers agreed to look into the matter including what type of gowns are given to youth during the suicidal watch.} Q: What's the staffing status? A: Requisitions are being filled. Thirteen counselors are needed.

- VI. **PRESENTATION:** Lark Thomas, Sr. Case Manager of **Teenage Pregnancy and Parent Project (TAPP)**-TAPP which has been in existence for approx. 14 years provides case management services to pregnant and parenting teens. Their services are aimed at both young ladies and men. TAPP locates community resources which accommodate the needs of pregnant teens. Such services may include prenatal for the young women, practical services, including daycare and schools. TAPP operates a pregnant school program and has had more than 100 young women enrolled. Additional TAPP programs include: the T-Rap program which is a prevention program; Case managers and peer counseling discuss pregnancy prevention issues at the middle and high school levels to facilitate by teens.

Besides mentoring young mothers, TAPP has resources for young fathers as well. The fathers are provided with similar services and resources as young women, including employment, relationship issues and a prevention program for young men encouraging sexual responsibility. This program is directed by case managers and includes peer counselors. Q: What type of assistance is provided regarding substance abuse? A: Substance abuse issues are discussed with both young men & women, and they are encouraged to abstain from abuse. However, actual substance abuse issues are referred to other agencies. TAPP has recently developed a relationship with SPY and has plans for a referral system.

Kimiko Burton, **Director Mayors Criminal Justice Council**-Highlighted concerns from the Mayors Office:

-The Mayor is committed to youth, ending the "revolving door cycle" to include treatment for youth and prevention; some ideas include more interaction from the **Probation Department** with youths, including **Community Based Organizations**; Accountability for CBO's remain an issue; grant requests to MCJC are monitored including obtaining approval

for a work plan which will also be monitored; CBO's are de-funded for non-compliance; the **Police Departments** has had a general order allowing them to **cite juveniles** for several years. No new policy has been created, police officers were reminded of their discretion;

Q: The directive was issued during overcrowding at JH was this a coincidence? **A:** The Mayor is concerned about the overcrowding issues and has spoken to the CPO. The issue became out of hand initiated by the media. A keener look will be taken at the detention criteria. A citation does not mean that the case goes away; severe crimes do not receive citations but they [youths] are taken into custody. **Comment:** Often a case may be discharged through San Francisco Youth Court who receives case citations cases both from San Francisco and San Mateo. approx. 50 cases per month. The jurors consist of youths who hear matters regarding, vandalism, petty theft, simple batteries. **Q:** What is the Mayors vision as it relates to Juvenile Justice in San Francisco? **A:** More intervention, fewer youth in the juvenile justice system, treatment for youths, education and early prevention for youth.

VII. COMMITTEE REPORTS:

Facilities Committee -Gary Harrington, Chair: Commissioner Elizalde was Incident Report Reviewer for May and noticed three (3) **suicidal gestures**. The committee has requested disposition of the youths for a follow-up. A **counselor used excessive force** on a youth this weekend and the counselor has been suspended pending an investigation. A **strip search policy** [per CPO Flowers] has been approved though the JJC has not received a copy of the policy. Harrington will review the strip search report in the CPOs' office. Mtambuzi of SPY will be speaking at the Facilities meeting on June 13th. All members are encouraged to attend. Court/Wardship Committee- Steve Cohn, Chair: Besides the breach of confidentiality the suicide investigation has proceeded on time. Members from other committees has contributed to the investigation. **Recommendation: Other commission members should review the report prior to being issued to the full Commission.**

VIII. CHAIR REPORT Anson Moon: A meeting is scheduled with the Chair, Vice-Chair and the Presiding Judge monthly to discuss issues. A summary of the meeting will be distributed to all commissioners.

IX. PUBLIC COMMENTS:

Don Chan, unaware that the JPC and JJC has an adversarial relationship;
Michael Fuller, expressed his opinion about the suicide investigation and the JJC process;

X. ADJOURNMENT: 5:45 Closed Executive Session



Binder

JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

July 11, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Elizalde*
Cohn	Harlan
Cowan	Harrington
Dupre	Moon
Willis	Pavlenko*
{Yolanda Bell, JJC Administrator}	

Commissioners Excused:

Bates Creel
Rodriguez
Goldner

Commissioners Absent:

Vadas
Hale

Juvenile Court/Probation Department staff present:

Chief PO Edgar Flowers
Assistant Chief Probation Officer Rudy Smith
Donald Toomer, Principal Woodside Learning Center

Introduction of Guests:

Michael Fuller
Don Chan

III. APPROVAL of MINUTES: M/S/C that the minutes of June 6, 1996 be approved as mailed;

IV. CHIEF PROBATION OFFICER Flowers REPORT:

Today's count is 122 detainees in Juvenile Hall (JH). During the month of June there was 250 admissions of boys and 47 girls totaling 372 boys and 71 girls at JH. The end of the month

population for the boys were 102 and for girls 20. {discussion regarding the population report distributed by the CPO}. **LCRS update:** Johnny Miller is doing a great job at LCRS. He [Johnny Miller] accompanied ten (10) boys including approx. thirty family members on a camping trip for the weekend to a Boys Scout camp. Testimonies from youth and their families spoke about the trip and how they benefited from the experience during the Juvenile Probation Commission (JPC) meeting.

Q: Has a strip search policy been developed? **A:** No strip search policy exists but the staff has been given a directive not to strip any persons in the presence of the opposite sex.¹; The directive states no male shall be present [during a female strip search]². A arrangement has been made with the police department when there is not a sufficient number of women on duty, the police department will send female officers to assist with female strip searches. **Q:** What is the difference between a policy and directive? **A:** A directive is an order from the CPO for males not be present, though it is not in the policy and procedures manuel; **followed an extensive dialogue** *The JJC decided it will review the policies and procedures manuel, addressing these issues at the next Liaison meeting.*

Q: Does the JH use ACA or the State standards manuel? **A:** Though the manuel may reflect ACA standards it is a JH manuel. The manuel is in the process of being updated, however, the process is time consuming and very lengthy.

V. WOODSIDE LEARNING CENTER Donald Toomer: Principal Toomer distributed the summer school schedule for JH students and a literary magazine. The magazine contains poems and essays written by detainees at JH & LCRS; this project is funded by Woodside Learning Center with assistance from the teachers at JH. **Comment:** S.F. State has a creative writing department which the youths may benefit from. Toomer will follow-up with this suggestion. JH summer school is in its' third week; summer school will be in session for five weeks instead of the normal six weeks and last six hours instead of four. Students will receive 7 1/2 units for the summer. The regular school year will begin in August instead of September. The summer program has been positive with the new teachers added to both LCRS and JH.

Q: How will the 7 1/2 units transfer into regular academic units when the youth leave JH? **A:** The units will follow the youths academic records. **Q:** Does LCRS offer Wood Shop for the detainees? **A:** No, woodshop was a hazard to detainees. **Q:** Are the computers operating in LCRS? **A:** Yes, with the exception of one computer. A computer lab will be coming soon

¹ a strip search policy was developed and has become part of the Policy and Procedures manual after this meeting.

² An incident occurred [January '95] when a detainee who refused to be processed and was strip searched with a male counselor present.

LCRS. Q: Is the computer lab in JH open? A: No- the computer lab has remained closed due to the construction in JH; it has been closed since April/May.

- VI. **CHAIR REPORT** Anson Moon: The **concept of smaller ad hoc committees**, discussed at the retreat will be pursued. The first of a series of committees will be an educational committee. A girls task force and a committee assigned to review health issues and programs are being discussed. Prior to developing the committee, members should prepare in writing an outline of the goals and objectives of the committee including, which members will participate.

Recommended Report Guidelines has been created and distributed by the Administrator. The guidelines will allow the JJC to establish a report and investigation process including organizing investigations/inspections, when reports will be issued, and how the findings and recommendations reported. Comments and suggestions about the report process should be forwarded to the Administrator. JJC members are eligible to attend **training classes** through the Probation Department which will assist them in their role as Commissioners. On August 10, 1996 the Youth Law Center will provide **inspection training** for all JJC members and those members interested on the JPC as well. This year the **Juvenile Justice Conference** organized by the Board of Corrections, will be held in Fresno during the month of October. Commissioner Cowan and others who attended last years conference recapped about the benefits of attending the Conference.

VII. **COMMITTEE REPORTS:**

Facilities Committee- Gary Harrington: Suicide ideation noted in the May - June incident reports are being followed up. The committee will review and follow-up why no strip search policy exist.

- VIII. **PUBLIC COMMENTS:** Michael Fuller (private citizen) expressed his opinions about the JJC suicide investigation process.

- IX. **ADJOURNMENT:** 5:45 Closed session 6:45

Binder



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

August 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson	Harrington
Cowan	Moon
Bates Creel	Pavlenko*
Dupre*	Vadas
Hale*	Willis

Yolanda Bell {JJC Administrator}

Commissioners Excused:

Cohn, Elizalde, Goldner, Harlan & Rodriguez

Juvenile Court/Probation Department staff present:

Presiding Judge Ina Gyemant

Chief PO Flowers

ACPO Rudy Smith

and any staff from probation

Guest Present:

Aimee Exnicios

Michael Fuller

Allen Jones

III. No APPROVAL of MINUTES

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

\$10,000.00 has been received for an ombudsmen through Superior Court. The Probation Department will match funds for this position through the ranches and camps budget if approved by the Juvenile Probation Commission-(JPC). The Ombudsman will perform duties both at YGC and at LCRS. The next step will require the JJC to prepare a profile for the Ombudsman. **Discussion:** The Ombudsman acted as an consultant for the department, the court and the JJC and can be defined as a problem solver. Previously, the Ombudsman would communicated concerns from detainees, with recommendations to the CPO and the Presiding Judge bringing "articulation to the grievance process". Non-profit organizations are available to perform as Ombudsman with monies from grants. **Recommendation: Form**

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a committee to review the Ombudsman position; Bates Creel volunteered to organize the committee.

Youth arrested on the weekend will be processed faster. Currently no D.A.'s are on duty during the weekend and youth are processed on the detention calendar in court usually on Wednesday. Starting September the Probation Department will have an additional Probation Officer on site for the weekends and a D.A. will be available either in YGC or at the Hall of Justice to review reports and decide on charges; the detention calendar will be on Monday & Friday afternoons. Some youth may be released a few days sooner. Q: What trends are you [Judge Gyemant] seeing in your court that the JJC needs to be aware of that are concerns to you...that the commission may be able to assist you? A: I am seeing more Asian gangs, serious allegations i.e home invasion, robberies & rapes and kidnaping w/assault. Judge Woolard will be invited to the next meeting perhaps trends may be discussed. **Comments:** Issues regarding placement, group home runaways and warrants will be referred to the Court/Wardship committee.

V.

CHIEF PROBATION OFFICERS REPORT-Ed Flowers CPO:

The count is going down. 106 youths are detained and all of the units have been opened since the remodeling including RU. The assessment unit will be open within two weeks. 65 youths are being detained in LCRS. The JPC membership is almost complete; three new members were sworn in today[including JJC member Damone Hale]. The Health Department has completed the inspection of JH during the weekend. A report is pending which will cite minor deficiencies (i.e. refrigerators in the units do not have thermometers, light bulbs, etc.). Staffing positions have been filled with the exception of four full time positions; on-call personnel are being utilized.

Comments: Girls undergarments and shoes do not accommodate large girls. Can clothing issues be examined? A: Both the director and assistant director of JH are women and are addressing this issue. A washer & dryer has been installed in G2 to alleviate the laundry issue.

Comments: Closure of the computer room due to construction effected the summer school program. Is the computer room still closed? A: The computer room was closed due to construction, however, it has been re-opened though summer school has ended. An intermediate program is in progress until school re-opens in the fall. Q: What is the status of H.V.? A: There are no detainees in H.V. **Comments:** There has been an ongoing problem of mixing the girls. Are alternatives being considered for utilizing H.V. for girls? A: The Chief Probation Officers Association are looking for ways to collaborate with other counties to utilize H.V. not specifically for girls though the need is being discussed.

Comments: Privatizing H.V. & LCRS; A: There are no plans for privatization. Q: What process is used to evaluate Community Based Organizations (CBO's)? Is the MOU in place with SPY? Q: The MOU's are in the hands of the health department though meetings are ongoing with SPY. The CBO matter is before the JPC. Q: Has there been any collaboration

with the police department or CBO's to stream line the new approach on crime? **A:** The JPC is working on an overall plan to include the police department and community based organizations, unfortunately the JPC meetings has not had a quorum and have been unable to address this issue. **Comments:** The effects of crimes on victims. **A:** The plight of the victim is always taken into consideration. **Q:** Are there ways to track recidivism? **A:** I'll [CPO] look into the matter.

- VI. CHAIR REPORT** Commissioner Moon: Two ad hoc/committees have been formed including education which will be chaired by Commissioner Dupre. Dupre: An effort will continue to develop the rapport with the education department. Creel: Fact finding efforts have begun to evaluate closer the girls issues.

New committees:

Education
Dupre
Harrington
Moon

Girls Task Force
Creel
Willis
Adlo-Robinson
Pavlenko

Ombudsman
Creel
Dupre

VII. COMMITTEE REPORTS:

Facilities- Gary Harrington: A film about **date rape** written and produced by young women was introduced to the JJC by Youth Commissioner Andrea Rodriguez. The film was greatly attended on July 18th, in Woodside Learning Center and will be utilized as an education tool. The film was about 15 minutes in length which triggered discussions about the affects of date rape. **Contraband** in JH was reflected in the incident reports. **Discussion:** Gangs in JH. {follow-up at Liaison mtg}. **Facility inspection training** will be held on August 10. The policy addressing **strip searches** [during admission] has been added to the policy and procedures manual.

Suicide report-members verbalized their concerns about the report process and responsibilities to the protective order. Commissioner Adlo-Robinson expressed concerns of the breach of trust which may exist [among members], and where investigation tapes are located. **Motion:** As a result of Commissioner's Hale appointment to the JPC, a letter should be addressed to Commissioner Hale requesting any and all information concerning the suicide be returned to the JJC office, including the "red" notebook, office keys, etc. **S/C.** [It has since been clarified that Commissioner Hales is able to serve on both the JPC & the JJC]

- VIII. PUBLIC COMMENTS:** Michael Fuller expressed his opinions regarding contraband, gangs in JH; Aimee Exnicios discussed the possible ways contraband may enter JH, including problems with the weekend coverage in JH and programs for girls; Allen Jones expressed the need for a Chaplin in JH and the potential for a mass escape in the maximum security unit [B5].

- IX. ADJOURNED** 6:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

September 9, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Gary Harrington (Vice-Chair) at 4:12 p.m.

II. ROLL CALL: * arrived after roll was called

Commissioners Present:

Moon*	Adlo-Robinson
Bates-Creel	Cowan
Elizalde *	Harrington
Hale*	Vadas
Willis*	

Commissioners Excused:

Dupre	Cohn
Harlan	Goldner (leave of absence)
Pavlenko	

Commissioners Absent:

Rodriguez

Juvenile Court/Probation Department staff present:

Judge Charlotte Woolard (Department 30)
Court Commissioner Marvin Friedman (Department 29B)
Assistant Chief Probation Officer Rudy Smith
Yolanda Bell {JJC Administrator}

III. APPROVAL of MINUTES:M/S/C the minutes of August & July 1996 be approved as mailed.

IV. JUDGES CORNER/ Judge Woolard & Commissioner Marvin Friedman:

Judge Charlotte Woolard has been a Superior Court Judge since November 1995 and was appointed to the Municipal Court in 1993. Judge Woolard was a litigator in civil insurance for six years and in the District Attorneys office for six years as a prosecutor. Much of her work involved child abuse and sexual assault cases.

Marvin Friedman Court Commissioner worked for the Department of Social Services before becoming a Juvenile Probation Officer and he practiced law for approx. 24 years before

becoming a court commissioner nine (9) years ago. Commissioner Friedman has been at YGC for seven years.

Both department 29B and 30 hears the delinquency issues. Youths not on probation are seen in Commissioner Friedman's courtroom department 29B and youth on probation are seen in department 30. 707b offenders (cases that may be transferred to the adult jail) are heard in the courtroom of Presiding Judge-Dept. 29. The bench officers follow several criterias when deciding whether to detain a minor: a) protection of the minor, b) protection of the property of others, c) violation of the court order, d) attempts to escape (youths who were in custody previously) e) recommendations from the probation department.

Q: Are those minors who commit serious felonies detained-- aside from murder? **A:** The law states that every case regardless of the offense has to be considered on its individual circumstances. The seriousness of the offense weighs very heavy and as a practical matter (i.e. anyone who uses a weapon, causing injury, is likely to be detained.) The **home detention program** (Probation Department) allows a minor to be released under strict conditions. The minors have a 6p.m. curfew, must attend school regularly, counseling, etc. and they are monitors daily by the Probation Department. Other programs such as Detention, Diversion, Advocacy Program (DDAP) and Bayview Hunters Point assist the department by working in conjunction with the family; The court evaluates the minors' performance in the programs and determines whether the minor should be released.

Q: Is age a factor when determining whether to release a minor? **A:** Yes, including the academic records of the minor, family situation, the offense, attitude, and the Probation Departments' recommendation. The Probation Departments' recommendation is important for its their responsibility to speak to the minors' family, the judicial officers does not have the opportunity to speak to the minor or their families. Judicial officers depend in large part on the P.O.'s recommendation. **Q:** How did it happen that the youths who allegedly ganged raped the young lady in the Western Addition were released without being involved in the system? **A:** Judge Woolard: That is not true. They [the youths] were held initially and evaluated on a case by case basis and the youths were not immediately released. Each case was independently evaluated for the public's best interest and the best interest of the minor. Public safety is paramount.

Commissioner Friedman: Often the public is not aware that on many cases no petition is filed, no charges are filed, the evidence is insufficient so the court must weigh the information to see if the person has actually done what they are being accused of. **Commissioner Adlo Robinson:** This is the third gang rape in the African American community of a female where the accusers were released over the objections of the District Attorneys office and the victims or their families receive no support as they worked through the crisis. **A Serious Offender**

Program exists through the Probation Department which includes both serious offenders and sex offenders and has been very successful.

V. **PROBATION DEPARTMENT REPORT/ Rudy Smith ACPO:**

Q: How does overcrowding impacts which minors are held and /or released? **A:** We try to release as many minors as possible to keep the count down, keeping in mind there are repeat offenders. Parents/adults are responsible for returning the youths to court. Serious offenders regardless of the JH count are detained.

Q: Approx. 20% of the youth held in JH are due to placement failures. Can a contract be initiated between other agencies (i.e. Huckabee House) for those youth who are have experienced placement failures and awaiting placements? **A:** It's agreed that youths who have failed in placement should be awaiting somewhere else not JH; there are plans to discuss this further both here and in San Mateo County. **Comments:** Mental Health issues also contribute to the reasons of placement failures; the JJC should profile the youths who have failed in placement and why; other contributors of placement failures are seen in mixture of youth, no program structure and the lack of house management.

(out of sequence)

There is an ongoing investigation in the **embezzlement** that has taken place in the Probation Department; the alleged embezzler is in the Philippines and will be extradited to the U.S.

Q: Has there been an impact on services and where did the money come from? **A:** It came from a revolving budget distributed by the controllers office. The purpose of having the revolving fund allows P.O.'s to purchase items for the youths rather and has a limit of \$200.00. No interim CPO is in place and the only resignation in the department so far is CPO Flowers.

VI. **CHAIR REPORT:** Commissioner Vadas (U.S. District Attorney): The embezzlement that took place within the Probation Department is being investigated by U.S. District Attorneys Office. Commissioner Vadas recused himself from any matters regarding the embezzlement.

Facility inspections are beginning this month thru October 31st and will be divided by interest groups rather than articles. To avoid delaying the report all members are requested to meet with the Administrator following their inspection. This will allow findings and comments to be compiled expeditiously. Sections that are not completed timely may accompany a stand alone report. All members are requested to participate in the inspections. Inspection instruments and the Title 15 procedures were distributed.

VII. **PUBLIC COMMENTS:**

Michael Fuller, private citizen- commented on the issuance of the suicide report;
Aimee Exinicos, Non Resident Intake-commented on the audit of the Probation Department.

VIII. **ADJOURNMENT:** 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellog Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher
Anson Moon
Gary Harrington
Ruth Cowan
Georgette Elizalde

It was moved, seconded and carried:
To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

...meeting/genmtg.nov



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:...the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 2

Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 3

-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

Adopted General Meeting Minutes
March 2, 1995
Page 2

is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item
-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

-the need for a written report or prepared questions from the CPO prior to meetings in his absence
-determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;
-revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

XI. ADJOURNMENT: 6:15 p.m.

6:00 p.m. M/S/C to stay fifteen minutes over



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

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May 4, 1995
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the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursuing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

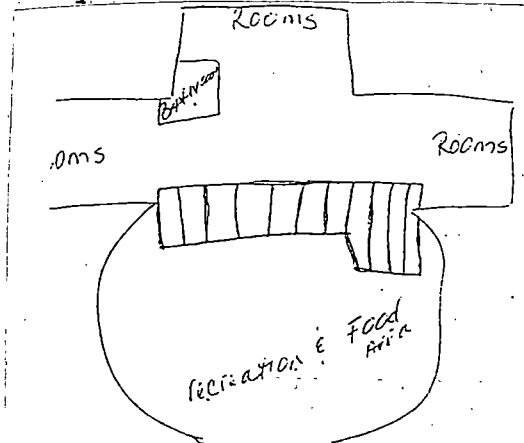
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. ROLL CALL: by Secretary-Commissioner Elizalde Commissioners Present: All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant
Chief PO Edgar Flowers
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. ELECTION OF OFFICERS- Commissioner Harrington

Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasure
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. Motion: to approve the slate as presented, second, carried.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned:
Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION City and County of San Francisco

Adopted MEETING MINUTES
Meeting of November 3, 1994
4:00 p.m.

Commissioners Present: Georgia Bates Creel, Gary Harrington, Georgette Elizalde, Mary Louise Adlo-Robinson, Frank Kelleher, Ruth Cowan, Christine Dang, Sparky Harlen.

Commissioners absent: Steven Cohen, Tim Dupre, Amanda James

Juvenile Court/ Probation Department Staff: Chief Fred Jordan, Ace Tago, Dr. Don Mead, Cheyenne Bell, Melinda Mills, Aimee Exnicios.

Staff: Yolanda Bell, Executive Assistant

Guests: See sign-in sheet

Call to Order

The meeting was called to order at 4:10 p.m. by the Commission Chair, Georgia Bates-Creel a quorum was present.

Approval of Minutes

The minutes of October 6, 1994 were not available due to the lack of staff support. Minutes will be mailed to commissioners as soon as they are available.

Communications

The Chair referred Commissioners to their individual folders for copies of correspondence received in the commission office.

Judges Corner- Judge Donna Hitchens

Introduction of Executive Assistant

Judge Hitchens introduced Yolanda Bell and presented a brief biography and qualifications of Ms. Bell. Ms Bell will be splitting her forty hour week between the Juvenile Court and the Juvenile Justice Commission on a flex schedule.

Juvenile Court Budget

The commission must begin preparing the budget for 1995 and list priority items first, within the month.

Openings on Commission

There are three openings available on the Commission. Two adult slots and one youth slot. Alexis Goldman has expressed an interest on being on the commission; The commission should make an attempt to contact her by the end of the month. A letter will be sent to Orlando Lee the youth commissioner regarding his membership.

Lockup Procedures

The Judge stated that youth booked at the Hall of justice at 850 Bryant is a state violation.

Current procedures: youths are picked up, then taken to the neighborhood police station, a decision is made whether they should be released to their parents. If they are booked, they are escorted from the neighborhood police station to 850 Bryant, where they are formally booked then transported to Juvenile Hall.

The problem: officers are off the streets for approx 4 hours transporting youths. The Judge stated This should be an agenda item for the Commission.

Juvenile Justice Commission Move

The move space being considered by the Commission and Department of Social Services was originally promised to another unit from DSS and the matter is pending.

Chief Jordan Report:

Commissioners tour of Juvenile Hall

Fred Jordan reported that he has conducted tours of Juvenile Hall with the new Commissioners Dang, Dupre and Harrington.

Arts/ Drama Program

A grant was received from the Kellogg Foundation for \$15,000 to have an artist work with the youth in the hall.

Skills Curriculum Program

This is a program which will elevate youth skills, and prepare them for leaving Juvenile Hall. Dr. Cheyenne Bell & Melinda Mills will track the youth once leaving the facility.

Dr. Bell and Melinda Mills discussed training opportunities for people who are interested in youth.

Prop J Money

The Slug Program (San Francisco, League of Urban Gardeners), for youth of minor offenses. The plan is to assign twenty (20) youth to this community service program.

SF State Robert Memorial Foundation

Scholarships are available in this intern program for high school, university & graduate students. SR Martin School has been selected as the school for interns.

Director of Juvenile Hall Report- Dr. Mead

The Study Hall Program is a program that helps develop study habits.

The B5 fence is operational and has been secured.

Chairman Report- Georgia Bates-Creel

Liaison Meeting with Chief Jordan

The liaison committee met the Chief Jordan on November 1, 1994. The meeting included the Chair and Commissioners Steve Cohen and Mary Louise Adlo-Robinson. Topics discussed included California Youth Authority Training, roles and the philosophy of the Probation Department and Log Cabin tours.

Executive Assistant Schedule

Yolanda Bell will be working for the Commission twenty hours per week. Ms. Bell will be in the Commission office on Wednesdays and Thursdays all day. All instructions to Executive Assistant should go directly through the Commission Chair or through the Executive Committee. Committee chairs should hold their meetings on either Wednesdays or Thursdays when the Executive Assistant is in the office.

Youth Law Center Training

The Youth Law Center Training will be held on December 10, at 9:00 am. The cost for the box lunch is \$7.75. and cash is preferred and is payable by December 1, 1994. The location is undetermined. The Commission Chair will speak to Judge Hitchens for possible sites.

Log Cabin Tour

The tour is scheduled for December 2-3, 1994 and carpools will be arranged.

Executive Assistant Report- Yolanda Bell

Mileage forms- Photo Ids, gold badges, parking permits are pending. Locks to the outer doors of Youth Guidance Center will be changed. Commissioners need to turn in old keys and new keys will be reissued. Some commissioners have not received a set of keys.

The key issue was referred to the Executive Committee.

December General Meeting

The December general meeting will be held in the Cafeteria, because the main conference will be utilized by the Volunteer Auxiliary.

Committee Reports:

Court Wardships Committee- Steve Cohn

Commissioner Moon gave the report for this committee in the absence of the chair, Steve Cohn. Commissioner Moon stated that he and the

Chair had met with Probation Officer Dennis Sweeny. A written report is pending.

Facilities Committee- Ruth Cowan

A welcome meeting for new commissioners was held in September 1994.

Jail Inspections

Chiquita Sipos from the State Corrections Department conducted a lockup training for members of the committee on October 27, 1994. Commissioner Gary Harrington organized the inspection with Ms. Sipos. Ms. Sipos also accompanied Commissioners on inspection trips to Mission and Taraval Police Stations on October 28, 1994. Commissioner Harrington and other members discussed and reported on the inspection of the two stations and cited serious violations at both sites. Commissioner Cowan stated Commissioner Harrington should continue to coordinate the jail inspections and the committee hopes to have all the inspections completed by January, 1995.

Bylaws Report- Mary Louise Adlo-Robinson

A Bylaws training was conducted on October 20, 1994, by Evelyn Wilson of the National Parliamentarian. The training was well attended. Mrs. Wilson provided members with some helpful information on Roberts Rules of order. A draft of Bylaws Amendments has been completed. According to the bylaws a bylaws committee needs to be appointed to review the amendments before distribution to the full commission.

Election of Nomination Committee

The following commissioners were nominated as the nominations committee:

Frank Kelleher
Anson Moon
Gary Harrington
Ruth Cowan
Georgette Elizalde

It was moved, seconded and carried:

To accept the Slate for the Nominations Committee.

The Commission Chair appointed Commissioner Gary Harrington as the convener of the Nominations Committee.

As per the bylaws, the charge of the Nominations Committee is to develop a slate of officers and two at-large members to be presented at the December meeting of the Commission. Once a slate is developed, the ballot will be mailed out to all commission members.

Old Business

There were no old business

New Business

Curfew issues

Commissioner Sparky Harlan stated that the Commission needs to look at Curfew issues. Chief Jordan will make proposed legislation on curfew available to the commission. This issue was referred to the Executive Committee for further exploration and discussion for possible presentation to the full commission.

December meeting

Suggestions were made for a holiday event and possible presentations of certificates to Commission members. Commission Adlo-Robinson will poll commissioners regarding their interest in having this event.

Adjournment

There being no further business, Chairman Bates-Creel called the meeting adjourned at 6:10 p.m.

The next regular meeting of the Commission will be December 1, 1994.

Secretary

Prepared by: Yolanda Bell, Executive Assistant

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

January 5, 1995

I. General meeting called to order @ 4:10 p.m.

II. Roll Call

Commissioners absent:

Mary Louise Adlo-Robinson (absence phoned in)

Ruth Cowan (absence phoned in)

Amanda Janes

III. Approval of Minutes (December 1994 General Meeting)

Due to the minutes not received timely, adoption of 12/94 General Meeting minutes will take place at the February meeting.

IV. Supervising Judge Report- Judge Donna Hitchens

-Budget: There is no response regarding Juvenile Justice Commission budget request. Judge Hitchens will follow up with Superior Court.

-Probation violations: Youths who violate their probation should be held accountable and it has been requested for sometime that violators of probation should be monitored. An agreement has been reached with the City Attorneys Offices. An attorney has been assigned to follow up youths who violate their probation before they re-offend. When a minor violates their probation an attorney represents the minor and these cases will be heard in Department 29 (w/Judge Hitchens) monthly.

- Juvenile Hall Inspections: The JJC is out of state compliance for failure to performing Juvenile Hall inspections last year. This is the first year an inspection was not done. CYA will start performing Juvenile Hall inspections next year. Judge Hitchens underscored the importance of inspecting Juvenile Hall ASAP. Additionally, compliance measures are not being met at police stations who book youths. CPO: Direct bookings will take place at Juvenile Hall near the receiving unit. Serious offenders will still go to the Hall of Justice. (CPO will follow up on the offenders who will go to the Hall of Justice). Equipment, personnel and funding must be approved prior to making the Juvenile Hall bookings more of a reality (no time frame given).

-Fewer than 2,000 petition were filed in court, but more serious offenders. Statistics reflecting the exact amount will be received soon.

-Legislation has been passed authorizing Juvenile Justice Commissioner to inspect group homes for both dependency and delinquency minors. Judge Hitchens urged that initially 602 placement should be looked at first.

Commissioner Cohn:..the section of the code permits us to inspect and not requires us to inspect (Judge Hitchens agreed). Do you [Judge] have any specific concerns about group homes?

Judge Hitchens: "I don't have any specific concerns its just an area in which we have never done anything..one of our greatest concerns in this area is really services more than safety." If our goal is rehabilitation we want to use facilities that provide rehabilitative services. There is no particular home requiring an inspection more than any others.

{discussion about inspection of group homes, including evaluations, programs and the sensitivity to group home providers}

Judge Hitchens: Juvenile Justice Commissioners are allowed to have access to court records and information about the youth from the group home.

{discussion about inspection of group homes, reasons to inspect a group home, disclosure of records, resistance of group homes, how children feel when they are in a group home setting, previous inspection of group homes} The inspection of group homes should take place this year.

Chair: confirm retreat weekend: Proposed date January 21, 1995 has been rescheduled to tentatively February 4, 1995. Clarification about what the Youth Law Center will consist of. The retreat will consist of policy decisions and plan for the year. This date will be proposed to the Supervising Judge.

M/M/S: The retreat will be scheduled for the February 4, 1995 with approval of the judge. All commissioners are strongly urged to attend. An amended motion will be scheduled for February 18, 1995 if the judge can't make the February 4.

****Juvenile Hall inspections will be done ASAP. CYA inspection forms will be mailed out and are to be reviewed by.**

M/M/S: CYA inspection forms will be distributed to commissioners participating in the Juvenile Hall inspection, after reviewing the document, the facilities committee are to set a date (by February 12) to be coordinated with CPO for a smooth transition. The commission will perform the inspection during the week.

V. CPO Flowers, Report:

The count is down in Juvenile Hall to approx 120. 101 boys and 119 girls and was lower during the holidays. The decrease of the youths can be contributed to the actions of the new director of Juvenile Hall. A small number of youths are who are held for a short time are released early. Early release do not apply to serious offenders; parents are required to pick up the children. A plan is pending to work with community agencies who would on an out placement basis be responsible for these youths. As direct booking gets under way the count in the hall will increase.

-Hidden Valley, discussions are happening to determine what should happen to this facility. Mayor Jordan is interested in making the HV facility into a "boot camp". This data is available to the JJC.

-Key control, is a major problem at Juvenile Hall. A plan is underway which will require all employees to enter through the main entrance of Juvenile Hall. All access to the building will no longer be accessible except to the judges and sheriffs. Complaints

and concerns should be directed to the CPO. All employees will be given an id card and will avoid the scanner. [details about the new key control policy can be obtained from CPO Flowers]

VI. Chairman's Report:

- Youth Law Center the administrator will follow up;
- Referred to Gary Harrington see Facilities report;
- Possible retreat dates are February 4, 1995 (see above motion), make list of topics for retreat;
- Move is still pending carpet space is being looked at;

VII. Committee Report:

Court/Wardship-Commissioner Cohn (Chair):

- pending is a meeting w/Judge Hitchens regarding Court/Wardship status;
- Committee membership should be re-evaluated or possible re - assignments to committees, co-chair s/b decided;
- Meetings are held the 4th Thursday of the month.;

Facilities- Commissioner Harrington:

- Log Cabin Tour- a concern about LCR was that is it's not structured. The kids were easily distracted and not many kids were attending the classes; The food was great; Horticulture project is ongoing. One of the classes observed was the woodshop class. The tools were modern and the kids appeared enthusiastic. {It was unclear whether this class was preparing the students for actual work.} Further comments about LCR: the clarity of its actual purpose, the factual functions of LCR, what type of youths are being sent to LCR, and what profiles of youth are sent to LCR and the percentages of these youths.

M/M/S Extend the meeting to 6:15 pm

- Police inspections- commissioners were urged to follow up with teams and jails they've been assigned.
- Follow-up with incident report on attempted suicide; Many inconsistencies with incident report and interviews with staff. {See Court/Wardship and Executive Committee minutes 12/94 for reported details}. An investigation of this matter is in process;

VIII. Administrative Report:

- Location of Administrator, key distribution, badges, return phone calls and available committee minutes.

IX. Old Business -Curfew status

X. New Business- n/a

XI. Public Comments- comments regarding LCR.

**XII. Announcements: Commissioner Dupre,
Conference re Drug Courts; Summary of Crime Bill;**

XIII. Adjournment: 6:45 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GENERAL MEETING
January 5, 1995
4:00-5:30 P.M.

YOUTH GUIDANCE CENTER - CONFERENCE ROOM

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Supervising Judge Report
- V. Chief Probation Officer Report
- VI. Chairman's Report:
 - a. Results of tour of Log Cabin Ranch
 - b. Update of CYA Training
 - c. January retreat (mandatory):
confirm date, purpose and site for retreat.
 - d. Move update
- VII. Committee Reports:
 - A. Court/Wardship-Steve Cohn, Chair
 - B. Facilities-Ruth Cowan, Chair
 - C. Bylaws-Mary Louise Adlo-Robinson, Parliamentarian
- VIII. Administrators Report
- IX. Old Business
- X. New Business
- XI. Public Comments- 3 minutes limit
- XII. Announcements
- XIII. Adjournment



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 2, 1995

- I. General meeting called to order @ 4:05 p.m.
- II. Roll Call
Commissioners absent:
Mary Louise Adlo-Robinson
Steve Cohn (absence phoned in)
Frank Kelleher (illness phoned in)
Gary Harrington (vacation)
- III. Minutes were approved; January '95 Minutes approved based on the following amendment "two and one half (2 1/2) years since Juvenile Hall was inspected." and the December '94 minutes approved once the omission of Georgette Elizalde, Secretary has been added.
M/M/S: The December '94 & January '95 minutes are approved with the aforementioned corrections.
- IV. Calendar Review: Retreat set for Saturday, February 4, Youth Law Center Training, Saturday, February 25; (CPO and staff, Juvenile Probation Commission has been asked to attend as well); This training has been confirmed;
- V. Judge Report (Judge Robert Dondero):
Judge Dondero (delinquency calendar) reported on behalf of the Supervising Judge Donna Hitchens; The Court is operating at standard capacity.
Question: Are you having any problems in the out of home placement?
Answer: (paraphrasing) He has not been advised of any problems in the out of home placement process. CYA is an option only after the Court determines that other levels of placement have failed.
Question: Are more youth being sent to CYA or are the other options being emphasized?
Answer: (paraphrasing) It can't be characterized whether more or less of the youth are being sent, however there are cases when youth that are sent deserve CYA. CYA It is a place of last resort An effort is to place youth in other environments before sending them to CYA.
- VI. Chief Probation Officer Report (Fred Virgilio Director of Probation Services): Due to the clarity of the tape and the background noise an interview was taken with Fred to recapture the essence of his comments.
The hall is still over crowded and he has spoken to Judge Hitchens in resolving the over crowding issue;
Commissioner Cowan expressed ideas in regards to accountability of programs and youth;

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 2

Response: We need the support and cooperation of community agencies to get our jobs done. Due to constant budget constraints, it's improbable that we'll be able to continue to fund community agencies as freely as in the past. In order to maintain the level of community based services that we need and want we're looking into other sources of funding i.e. State, Federal and Private to supplement the current funding the agencies receives.

Commissioner Dupre: How will awareness & education be translated to the Probation Officers staff? There is a stereotypical misconception that Probation Officers threaten agency budgets? Do you plan to educate the staff?

Response: Community Agencies complaint that they don't often see Probation Officers in the community. This is to a large part, due to the fact that over the years the Probation staff has been cut back to the point the paperwork takes most if not all of the probation officers time. This is why we need community agencies to provide a lot of the hands on services to the minors on probation. A lot of past conflicts between probation staff and community agencies stem from misinformation being communicated and a lack of face to face contact and communication. I'm planning on opening up information channels and fostering better communication between my staff and the community.

Commissioner Harlan: Are you recommending any reductions of any agencies?

Response: No. Unless somewhere down the line that at such a low staffing level it would be difficult to maintain mandated services.

Commissioner Harlan: What is the department's involvement with curfews?

Response: One of the things that has been discussed no formal procedures are in place at this time.

Commissioner Cowan: Status of bookings that will take place in Juvenile Hall?

Response: It's in the works. The computer equipment and finger printing equipment are being worked on. No time frame given when bookings will take place here.

VII. Chairman's Report:

- Liaison Committee: An Ombudsman person is a person who keeps the pressure down in the hall. Previously, when an Ombudsman person was present there were fewer incidents to report. The liaison committee met with the CPO, part of the discussion included the need for an Ombudsman person. The Ombudsman person salary was budgeted at \$35,000 which in the past was divided between Superior Court and the Probation Department. The Probation Department offered \$17,500 but as a result of the JJC not utilizing the 17,500 budgeted by the Superior Court, for the Ombudsman person in 1993-94 fiscal years, no money was allotted for the 1995-96 budget. The suicide attempt was also discussed with the CPO regarding policies and procedures not being utilized; [A formal report regarding the attempted suicide is pending by the Facilities Committee];

Adopted MINUTES OF GENERAL MEETING
February 2, 1995 Page 3

-Retreat: will be Saturday, February 4, 1995 from 9am - 2pm; Agenda items will include: A Mission Statement (JJC goals & plans) and Culture Sensitivity {which w/b facilitated by Commissioners Elizalde & Dupre}.

-An Interview Committee has been formed: Commissioners Dupre, Moon, Cowan and Dang are the committee members. Currently the JJC has three (3) adult commissioners slots and one (1) youth commissioner slot available.

VIII. Administrators Report

-Youth Law Center Training: Per Chiquita Sipos, commissioners planning to inspect Juvenile Hall s/b in attendance at the training, February 25, 1995, in courtroom 30, from 9am - 3pm; the instrument previously distributed is current, the Youth Law Center has added to the instrument where asterisks (*) are noted, therefore following the instrument without the asterisks ensures that the minimum mandate requirements are being met including determining if the hall is operating in compliance with fire and health codes.

-A follow up on inspections performed at other Bay Area facilities found varying procedures with other commissions--see Administrator for details. The last Juvenile Hall inspection report is pending.

-Curfew proposal distributed.

IX. Old Business: Curfew discussion- Commissioner Harlan following up;

M/M/S: Flynn Bradley attend the March General Meeting to discuss the pending curfew ordinance.

X. New Business: Commissioner Cowan suggested that future incident reports and Juvenile Hall counts should be distributed to all commissioners.

M/M/S: Monthly reports from Juvenile Hall s/b sent with minutes.

XI. Announcements: Katherine Feinstein who was in the hall stopped by to greet the Commission.

Adjourned at 5:55 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chairperson Georgia Bates Creel at 4:10 p.m.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo Robinson
Georgia Bates Creel
Steve Cohn
Ruth Cowan
Christina Dang

Timothy Dupre
Gary Harrington
Anson Moon

Commissioners Excused:

Georgette Elizalde
Frank Kelleher
Sparky Harlan

Commissioners Absent:

none

Juvenile Court/Probation Department staff present:

Presiding Judge Donna Hitchens
Chief Edgar Flowers
Judy Griffin (Juvenile Hall Director)
Cheyenne Bell (Director of Community Programs)
Yolanda Bell (JJC Administrator)

Guest Present:

See sign-in sheet attached.

III. APPROVAL of MINUTES: M/S/C that the minutes of February 2, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge: The Court is working to develop new protocols and procedures to lower the count in Juvenile Hall, which is noticeably down.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

* Juvenile Hall has been working vigorously to lower the count. A computerized calculation of youth held in Juvenile Hall will contribute to lower count improvements. "On an average day there is 20-25 people in custody that the CPO has control over releasing." A small percentage of kids are held because they will be transported to Log Cabin Ranch. Due to medical paper work, etc. they're held here longer than desired. Chief Flowers recommendation

is to move the kids to LCR as early as possible and to do the medical at LCR when the youths arrive.

* A "Girls Summit" is scheduled for Thursday March 9, 1995, at 10:00 a.m. Anyone involved in girls programs are urged to attend this meeting. The meeting will be geared towards creating more programs for girls and offer creative ways to get girls out of custody.

VI. PRESENTATION: CURFEW LEGISLATION Speaker Mr. Flynn Bradley (Mayor's Criminal Justice Council):

A Draft of a proposed Curfew Ordinance for San Francisco was distributed. Below are fundamental points from the presentation:

*The ordinance targets youths 16 years and under. Proposed curfew times are Mon-Thurs, 11:00 p.m- 5:00 a.m. and Friday and Saturday 12 midnight- 5a.m. Specific exceptions include youth coming or going to social events, emergencies, employment, etc. The purpose of the curfew ordinance is an attempt to address the high rate of victimization among youth. S.F. Mayor Jordan strongly supports the program. This ordinance is being modeled after the San Jose ordinance where a significant drop has occurred in youth being victimized. The Supreme Court cites Curfew Ordinances as constitutional, however the Court has refrained from recommending any curfew ordinance;

*There has been "numerous" changes to the draft and input from a variety of groups and neighborhoods in the "city" are welcomed.

*Youth involved in criminal activity will be taken to YGC;

*The curfew legislation is specifically targeted at youth who "hang out on the street." Youths will be taken to a central facility (not Juvenile Hall) by police officers. The youths will not be regarded as criminals. A number of activities are being formulated to involve the youths until a legal guardian can be notified or until 5 a.m. There is no plan to cite the youths, however, information will be provided on counseling services and employment opportunities;

*Data on the youths will be obtained (i.e. names, ages, the number of times a youth has been picked up, etc.);

*Runaways will be referred to DSS (Department of Social Services), shelters or homeless programs;

{Please refer your comments or questions to the Mayor's Criminal Justice Council, City Hall, Room 2(A), San Francisco, Ca., 94102, Attn: Curfew Proposal}

VII. EXECUTIVE SESSION-committee reports, review mission stmt from retreat.

VIII. ADJOURNMENT:

Meeting adjourned M/S/C @ 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson
Commissioner Cowan
Commissioner Dupre
Commissioner Harlan
Commissioner Moon

Commissioners Excused:

Commissioner Bates Creel
Commissioner Cohn
Commissioner Dang
Commissioner Harrington
Commissioner Kelleher

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Janet Medina -Probation Department
Rich Perino-Probation Department
Don Chan-Probation Commission
Yolanda Bell -JJC Administrator

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C -the minutes of March 2, 1995 be approved as amended. (Sentence structure on page 2 to be amended.)

IV. CALENDAR REVIEW: Distribution of Calendar; follow up on inspection and date for report to be prepared should be set.

V. PROBATION DEPARTMENT REPORT/Janet Medina, Asst. Dir. of Probation: "No specific items to report."

The following are questions and with responses from Janet Medina.

Q: The Liaison Committee met with Chief Flowers and he mentioned his desire to re-open Hidden Valley. Has any firm plans been made for its' re-opening?

A: The Chief has requested a Supervisor, to physically look at Hidden Valley and estimate the cost factors to determine whether it can be utilized. No specific information at this point.

Commissioner Adlo Robinson stressed the need to have a written report and designate a representative to attend meetings when the CPO is unable to be present at JJC meetings.

Commissioner Cowan: Clarification is/also requested from the CPO regarding his early release policy for youths. It was unclear at the last meeting.

Motion: CPO presents the Commission with the current status of Hidden Valley at the next meeting. (no action taken)

Q: Status of incident reports; JJC has not received any incident reports from Juvenile Hall since 12/94.

A: The Commission in the past, requested specific incident reports, not every report. Perhaps re-assessing the Commissions needs an notify Juvenile Hall.

Q: Does this include reports from Log Cabin Ranch?

A: Reports from the Ranch aren't received by Juvenile Hall but she will initiate an inquiry to find out their report procedures.

-Key Control is still a pending item
-Serious Offenders Program- Briefly introduced by CPO;

***Referred to the Executive Committee:**

-the need for a written report or prepared questions from the CPO prior to meetings in his absence
-determine if the JJC needs the minutes from the Juvenile Probation Commission w/distribution to all commissioners on an ongoing basis;
-revise the current incident report request for Juvenile Hall.

VI. VICE-CHAIR REPORT-Commissioner Moon:

Bylaws update- a draft of the bylaws has been distributed and Commissioner's comments are requested by April 17, 1995. There will be a 30 day notification prior to the final distribution

JJC Officers are strongly urged to attend Executive Committee meetings held monthly.

VII. ADMINISTRATORS REPORT:

Move- The move has taken place and the furniture is located in storage. A temporary work station has been arranged. The target date for our physical move is April 21. The painting and carpeting of our new space should be completed. Juvenile Hall Inspection-all Articles/inspections should be completed by April 30, 1995.

VIII. NEW BUSINESS:

- Johnny Miller has been appointed as the interim Director of Log Cabin Ranch.
- AfterCare Program
- Mailing lists

IX. M/S/C- EXECUTIVE SESSION

- M/S/C- JJC Report released to Probation Department and others on April 14, 1995;
- Circulation and distribution to the public M/S/C;
[this motion was opposed by Commissioner Adlo Robinson- currently there are no written procedures for the release or circulation of reports; further clarification of distribution procedures are necessary;]

XI. ADJOURNMENT: 6:15 p.m.

6:00 p.m. M/S/C to stay fifteen minutes over



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 4, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 5:15 p.m.

II. ROLL CALL:

Commissioners Present:

Commissioner Adlo Robinson	Commissioner Cowan
Commissioner Cohn	Commissioner Bates Creel
Commissioner Dupre	Commissioner Harlan
Commissioner Harrington	

Commissioners Excused:

Commissioner Kelleher
Commissioner Moon

Commissioners Absent:

Commissioner Dang
Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge, Donna Hitchens
Chief Probation Officer Flowers
Susan Frankel, City Attorney
Yolanda Bell {JJC Administrator}

Guest Present:

Chiquita Sipos- California Youth Authority
James Bell- Youth Law Center

III. APPROVAL of MINUTES: M/S/C that the minutes of April 6, 1995 be approved as mailed.

IV. JUDGES CORNER/Donna Hitchens, Presiding Judge:

Judge Ina Gyemant will be coming to Juvenile Court as the Supervising Judge as of July 5, 1995.

Comments: Judge Hitchens has done wonderful work in Juvenile Hall and we are sorry to see her leave.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Juvenile Hall Count:

No major incidents in the hall since the last meeting and the hall count continues to drop. A significant decrease is noticeable with

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the boys but not reflective with the girls, where the count is approx. eighteen (18);

Renovation of Juvenile Hall:

The Probation Department considered housing youth at the Sheriffs facility, located on Bryant Street, while Juvenile Hall undergoes renovations. However, after touring the facility with the City Attorneys Office, and others, it appears that Federal and State legislation will not allow this type of move. Other alternatives for housing the youth include Hidden Valley and other locating are being sought. Juvenile Hall will close two units at a time, to renovate the windows, heating and ventilation and its estimated to take three to four months. During the renovations, the CPO is also considering building an expanded metal wall and installing an electronic control on each door of the units; these safety measures, would be operated by a central control panel, thereby creating better security for the counselors.

The following are questions and responses from Chief Flowers:

What is the purpose of the fence?

Security.

Would the trade be a staff person for a mechanical devise?

These are overall thoughts/ideas, however, "...there are some cases when we can do things mechanically,..and if we accomplish the same task mechanically, we don't need a person." It is unclear what exactly will be done, when it is in place, personnel will be assessed.

Will human contact will be replace by a mechanical system?

Counselors on the mid-night watch do not have much contact with those kids. If youths have emotional problems they are handled in the psychiatric units. Safety and fire concerns are the primary reason counselors are there. One person could do the same thing. The intent is not to replace humans with machines.

Hidden Valley:

Hidden Valley has been inspected by the State Fire Marshals, Health Department and the Building Inspectors. A list of items has been received by the Probation Department, and the Department will ensure the items are completed prior to re-opening Hidden Valley. The projected cost for Hidden Valley is approx \$25,000-30,000.00 with the roof and the fire alarm being the most significant factors. The youth will be transported to Log Cabin for meals. Discussion
Who is the certifying agent? Are there any specific guidelines? The Court does not certify only inspects.

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-Considerations for early release:

- youths are evaluated individually;
- confirm significant reasons for detention with the probation officer;
- youths who will be released in 2-5 days early;
- youths whose parents couldn't be contacted the Department attempts to physically locate the parents;

VI. Guest Speaker: Chiquita Sipos, California Youth Authority:

- The role of the California Youth Authority is to offer technical assistance, training and to ensure lock-ups and jails are in compliance with Federal and State law.
- Welfare & Institutions Code 209(b)-The judge delegates the inspection of juvenile lock ups.
- The Hall of Justice is a jail. The sight and sound law does not allow minors to enter an adult facility.
- The Youth Law Center has been requested to look at the "jail" definition.
- No juvenile may enter a jail except for those being tried as adults, where there's a special finding that they are a danger to the juvenile hall population and public safety. The Minimum Standards for Juvenile Hall, Code of Regulations, Title 15, Section 4277(b): Each Juvenile hall shall not be in, treated as or connected with any jail, prison, penal institution..

New legislation:

Remands- the age of remand has been lowered to 14 years old for juveniles to be tried as adults effective January 1, 1995. The sight and sound contact has been done away with for remand minors in jails. An interim relief measure will be in effect January 1998, on a case by case basis.

Remember juveniles whom are in jails are to be treated differently than adults.

*** High numbers are reflect adult facilities are housing youth and the JJC should resume inspecting these facilities.**

James Bell/ Youth Law Center: When Juvenile Hall minimum standards are not being followed, more fire under the presiding judge may be necessary to receive more support and resolutions from the probation department. The Youth Law Center consistently meets with the CPO to discuss compliance issues. The process is very slow.

VII. CHAIR REPORT:

Commissioners per diem is being researched by Commissioner Adlo Robinson;
Tour of Sheriff's facility;

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VIII. ADMINISTRATORS REPORT:

- 30 day notification for bylaws;
- keys for new office; new identification badges for commissioners;
- Juvenile Hall Inspection report is June 1, 1995 all Articles should be completed and notes and findings should be turned into Gary Harrington; a courtesy notification will be given to the Probation Department to correct compliances not met;

IX. NEW BUSINESS:

Commissioner Dupre-has researched and proposes a Drug Court for San Francisco due to the number of youths in juvenile hall on drug related offenses. The focus will be intervention, diversion and treatment, including education and awareness. The **Chair** appointed an task force/ad hoc committee who will continue researching and devising a strategy to implement a Youth Drug Court.

M/S/C Commissioner Harlan-is the Legislative Watch Person for the Commission. {Senate Bill 575; Letters can be sent regarding this pending legislation.}

X. ADJOURNMENT: 6:25 p.m.

6:00-M/S/C to extend the meeting 15 minutes.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 6, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel (Chair) at 5:15 p.m.

II. ROLL CALL:

Commissioner Present:

Elizalde	Bates Creel
Adlo-Robinson	Moon
Cohn	Dupre
Harrington	

Commissioners Absent:

Harlan
Cowan

Juvenile Court/Probation Department staff attending:

Presiding Judge - Ina L. Gyemant
Judy Griffin - Director of Juvenile Hall

Guests Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C the minutes of May 1995 are not approved until the next meeting (August 1995).

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Introduction of Judge Gyemant; Judge Gyemant: What are the functions of the Commission?

Chair responds: The Juvenile Justice Commission is established under Welfare and Institutions Code § 225-230/31. Our job is to do inspections for the Court, of Juvenile Hall, Log Cabin Ranch, Hidden Valley and to look into conditions of group homes. Reviewing the welfare of children. Findings of our inspections are prepared in a report for the Court. JJC is also considered a "watchdog" body with subpoena and mini grand jury powers. All JJC files are confidential, which includes incident reports received from the hall. The JJC often follow-up on incidents and the youths involved.

The Commission can be defined as an assistant or a wing of the Court as it pertains to youth.

Judge Gyemant- stated that she "want to be" in Juvenile Court. Judge Gyemant always had an interest in youth. Early in her career she participated on the Juvenile Court Panel and has taken delinquent wards into her home as a foster parent. Judge Gyemant considered it "a very meaningful experience." A family law judge for three (3) years, Judge Gyemant founded the program called "Kids Turn". Kids Turn an educational program, provides support to children whose parents are divorced and or separated. Judge Gyemant great interest in youth is extended to both dependency and delinquency and she looks forward to working together.

Commission vacancies-resumes of potential applicants will be initially reviewed by Judge Gyemant and both Commissioner and Judge Gyemant will interview the candidates, with the judge appointing the new Commissioners.

Commissioners present told Judge Gyemant about themselves and their backgrounds.

- V. PROBATION DEPARTMENT/Judy Griffin, Director of Juvenile Hall**
Hidden Valley-Construction: Beginning August 1, 1995 the contractors will arrive in Juvenile Hall thus closing two units. Construction will concentrate on the heating, ventilation, windows and wiring of each unit. The time frame will be a minimum of six (6) months for all seven (7) units taking two units at a time. Youths will be moved according to how many are in custody, the offense of the crime, and length of time in Juvenile Hall. **The hall count** is currently 87 (very low) and the contributing factors may be the summer and the probation staff increased effectiveness utilizing community based agencies, shelters, etc. **Family visits** will be the same as the LCR. Families will be informed when the youth will be transported to back to the City, and when they'll be able to visit in the Hall. **Girls and the B-5 boys unit** will not be housed in Hidden Valley; some retraining of the staff will be done for Hidden Valley conditions.

VI. CHAIR & COMMITTEE REPORTS:

Facilities Committee (Commissioner Dupre, Chair):

Inspection of B-5 noted positive significant changes.

Liaison Committee: non compliance issues are being remedied by the CPO included eliminating the split shifts in the B5 unit; direct bookings will be taking place w/i four-five weeks and is being actively pursued; CYA transferred youths were adjudicated youths; Re-evaluating the educational program at LCR and Juvenile Hall is being actively projected by Chief Flowers, who also seeks input and assistance from the JJC.

Motion: Sub-Committee to review the educational & vocational programs M/S/C

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Electronic monitoring-CPO: Electronic monitoring was being viewed for its feasibility only no implementation had been planned.

Commission vacancies-Four (4) adults and two (2) youths announcement being prepared;

Bylaws- Commissioner Moon: At-Large members should be committee chairs. Officers will no longer hold committee chair positions.

Motion: Bylaws will be revised to include specific language regarding At-Large members M/S/C

Court/Wardship report (Commissioner Moon): The committee has identified group homes to evaluate. Site visits are planned for 10 group homes.

VII. OLD BUSINESS: none

VIII. NEW BUSINESS: none

IX. ANNOUNCEMENTS: none

X. ADJOURNMENT: M/S/C 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING August 3, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Vice Chair Anson Moon at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo Robinson	Harlan
Cowan	Moon
Cohn	
Dupre	
Harrington	

Commissioners Excused:

Elizalde and Bates Creel

Juvenile Court/Probation Department staff present:

Presiding Judge
Director of Juvenile Hall Judy Griffin
Aimee Exnicios from the Probation Dept.
Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL OF MINUTES: M/S/C that the minutes of May and July 1995 be approved as amended

May minutes- amendment: Commissioner Aldo Robinson should be Adlo Robinson; July minutes-amendment: six JJC vacancies should be four vacancies should be reflected in the minutes.

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

A "Welcome Lunch" was held for Judge Gyemant in YGC cafeteria; Judge Gyemant will be touring the cottages at Juvenile Hall, Log Cabin Ranch & Hidden Valley.

Commissioner Cowan: How should the Commission communicate with the judge?

Judge: I am assessable for any problems. Feel free to go through Yolanda for my schedule.

V. CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall:

-The Chief is visiting the Arizona Boys Ranch to evaluate the programs of the ranch.

CHIEF PROBATION OFFICERS REPORT/ Judy Griffin, Director of Juvenile Hall (cont'd.):

-On August 1, 1995 eight boys from B1 (which was already closed) and B2 arrived at Hidden Valley. Juvenile Hall expects a "fluid population" during the summer. Visitation occurs on Sundays. Parents are notified of other visiting times and any movements that are necessary for the youth.

-The school department has enough teachers to run summer school.

-Out-of-State placements include Arizona, Excelsior Girls Facility, Aurora Colorado and Pennsylvania. They are visited approx once per month by the Probation Department.

Commissioner Adlo Robinson: How does reunification happen for youths out of state?

Griffin: Arizona has meetings arranged on a once per month basis. Glen Mills in Pennsylvania, does not have a reunification program;

Commissioner Dupre: Where is the location in Arizona?

Griffin: The locations are Phoenix and Oracle.

Commissioner Moon: Is it true that youth housed at LCR has a shorter stay than those out of state?

Griffin: Yes, out-of-state placement is longer than LCR.

Commissioner Harrington: A 300 warrant was refused at YGC...why?

Griffin: 300's are dependents of the Court. Youths who leave their group homes or placement are not allowed to come here. The youths are referred to DSS (Department of Social Services). Once direct bookings is in place 300 youths will continue to be referred to DSS.

Commissioner Dupre: Youth who were picked up by the police stated that their money was taken by the police.

Griffin: We have taken steps to correct that problem. Youths money will be deposited into a separate account and a check will be issued. This plan is pending.

Other questions included the "high" girls count, the length of stay for girls, space requirements for direct bookings, and how long will it take to process a youth once direct bookings take place;

VI. VICE-CHAIR REPORT:

- Log Cabin inspections-Commissioner Dupre: The inspection form was divided and teams were formed. The inspection was not completed since the director was away. The staff at LCR was pleasant, however the inspection was coordinated effectively by the Director. The staff had no idea where to find

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documents. Thirty (30) youths were housed and four students were in class. The school structure at LCR is alarming. The health and safety in the kitchen are being evaluated more extensively.

VII. COMMITTEE REPORTS:

Facilities/Commissioner Dupre (Chair): Jail inspections are pending and will be completed by the end of the month.

Bylaws: Final corrections will be made; Motion: M/S/C At-Large members will be elected instead of appointed. Motion: Bylaws moved. M/S/C. Standing Rules will be developed by the Bylaws Committee.

Court/Wardship/Commissioner Moon (Chair): No new business at this time; a special meeting will be held today.

Interview committee: The Commissioner application will be reconstructed by Commissioner Adlo-Robinson.

VIII. ADMINISTRATORS REPORT:

Members of the Educational committee will be meeting with Chief Flowers soon; Forms for Court/Wardship site visits should be critique; Status of resumes for JJC vacancies.

IX. NEW BUSINESS:

-Commissioner Dupre suggested the JJC invite community groups to visit Commission meetings. Agencies that interface with Juvenile Hall, which would offer community interaction for the JJC.

-Motion: Commission meetings to be held in the main conference room in the Admin Building beginning September 1, 1995 except for the December 1995 meeting. M/S/C

X. PUBLIC COMMENTS:

Aimee Exnicios.

XI. ADJOURNMENT: M/S/C adjourned at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by the Chair, Georgia Bates Creel at 4:20 p.m.

II. ROLL CALL:

Commissioner Present:

Commissioner Adlo-Robinson
Commissioner Bates Creel
Commissioner Elizalde
Commissioner Moon

Commissioner Cohn (late)
Commissioner Dupre
Commissioner Harrington

Commissioners Excused:

Commissioner Cowan and Commissioner Harlan

Commissioners Absent: n/a

Juvenile Court/Probation Department staff present:

Presiding Judge Gyemant
Chief PO Flowers
Yolanda Bell (JJC Administrator)

Guest Present:

Donald Toomer - Woodside Learning Center Principal
Richard Wheeler - Woodside Learning Center

III. APPROVAL of MINUTES: M/S/C that the minutes of August 1995 be approved as mailed.

IV. JUDGE CORNER/ Ina Gyemant, Presiding Judge:

- A visit is being planned to Hidden Valley and Log Cabin Ranch;
- Department 29C will be renovated to include a holding cell.
- Candidates who were not selected for the Grand Jury has been invited to apply on the Juvenile Justice Commission; the deadline has been extended until September 29 @ 5:30 p.m.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-The count at Hidden Valley (H/V) is low due to the classifications & health regulations of certain youth.

-Two (2) cottages are closed B1 & B2 for remodeling; the Commission is invited to review the construction which is proceeding on schedule.

Q: Commissioner Adlo-Robinson-How realistic is it to involve the S.P.Y. program in getting youth assigned to Hidden Valley?

A: CPO-Currently the medical team, Juvenile Hall staff and the Probation Dept. meet weekly to review cases to be assigned to H/V Youths with asthma are not recommending for H/V.

VI. WOODSIDE LEARNING CENTER, Mr. Donald Toomer:

The Woodside Learning Center has seven (7) teachers including a special education teacher @ LCR. The following outline is pending implementation first at Juvenile Hall then Log Cabin Ranch:

a) special education teacher who caters to the special needs of the youth assigned to LCR;

b) testing will be done on every student;

c) academic classes will be taught in the morning;

d) a life skills program will be implemented from 1:15 - 2pm; this program will include day to day issues;

e) vocation training will include culinary, woodshop & horticulture.

The aim at LCR is to develop a more meaningful program.

Richard Wheeler/Woodside Learning Center

Additional strategies include steps & phases for youths at Juvenile Hall Phase I (Step 1): assess the youth entry;

(Step 2): 3 day units. Instruction in both english & spanish and a more in depth evaluation;

(Step 3): 5 day units including a post test; each unit will be developed at 3 different levels based on the youths skill level. Students who are housed three (3) weeks or more will have a portfolio to accompany them when they leave the facility.

Q: Judge Gyemant: How long does step 1 take? How will the orientation for each phase be structured?

Combined Answers: Each phase will take approx 2 days (72 hours); The youths will be orientated while in their cottages. LCR will also have a program set; however the 3 & 5 day programs will not apply since youths stay longer at LCR. This proposed phase is a transitory program; The Probation Department will advise the school of the length of stay for the youths. Bilingual and girls will also be included in the program. Finally, the counseling staff will be integrated into the educational process in the evenings and weekends. Once leaving the facility the youths will be able to be integrated into their schools. The educational program will be integrated

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with the vocational program thereby extending the day at LCR until 5p.m.

Chair: Commissioner Dupre will function as the Liaison person between the educational department and JJC. Commissioner Elizalde will assist the school in establishing the homework program.

CPO: A protocol will be established and a Liaison from the Probation Department has also been organized.

Woodside: A motivation program will also be instituted with the life skills program. Speakers will come and speak to the youth (i.e. Kevin Winslow- NFL Hall of Fame, etc.), youths has been taken to other facilities for recreational activities to boost their motivation.

CPO: Youths housed at LCR sentence varies from nine months to one year, however, with a commitment to education and other factors this sentence may be reduced.

VII. CHAIR REPORT:

JJC Protocol-Commissioners should review the standing rules and bylaws for the protocol of the Commission.

Comments: There will be situations when protocol can't be met since the Commission is not complete and committees are small; A protocol standard needs to be created including documents and advance forms for reference.

VIII. COMMITTEE REPORTS

Court/Wardship, Commissioner Cohn: Community Care Licensing visit proved productive. Community Care is appeared to be thorough in their inspections to group homes. Court/Wardship committee plans to review program statements and procedures prior to visiting group homes.

Facilities, Commissioner Dupre: The Richmond jail is pending an inspection and the LCR report awaits findings from Commissioners who inspected. The recommendations for the Juvenile Hall will be complied by the Administrator.

M/S/C meeting should be extended as long as necessary;

IX. ADMINISTRATORS REPORT: A Commissioner training will be held on September 13.

X. OLD BUSINESS: n/a

XI. NEW BUSINESS: n/a

XII. ANNOUNCEMENTS: n/a

XIII. ADJOURNMENT: Acclaimed meeting adjournment @ 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 5, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Harrington (Treasurer) at 4:20 p.m.

II. ROLL CALL:

Commissioners Present: (no meeting quorum)

Commissioner Cohn
Commissioner Harrington
Commissioner Cowan

Commissioners Excused:

Commissioner Creel
Commissioner Adlo-Robinson
Commissioner Moon
Commissioner Harlan
Commissioner Dupre

Commissioners Absent:

Commissioner Elizalde

Juvenile Court/Probation Department staff present:

Presiding Judge - Ina Gyemant
Chief PO - Edgar Flowers
Mr. Donald Toomer (Woodside Learning Center)
Yolanda Bell (JJC Administrator)

Guest(s) Present:

See sign-in sheet.

III. APPROVAL of MINUTES: (no quorum present) The minutes of September 1995 were not approved. September minutes were held over for approval at next meeting.

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

-Juvenile Justice applications has been reviewed. The initial screening process has been completed for news candidates and the Commission has the Judge recommendations. Commissioners should attempt to arrange interviews of the candidates.

-An Ombudsman budge request will be submitted to include half of a salary. [the remaining half of the salary will be reflected in the Probation Departments budget] Chief Flowers: Perhaps pursuing a grant for the Ombudsman reflecting the

Court\judge as the co-applicant. Both the Judge and the Chief agreed and the Chief will undertake the venture.

-29B will be undergoing construction which will be a holding unit for girls. Once construction begins court sessions will be held in the library.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

-Reorganization of the Probation Department includes establishing a Serious Offender Program, under the direction of Fred Virgilio. There is a criteria for youths in this program which has been submitted and outlined to the Board of Supervisors. A minor organization change has also occurred in the Hall a new unit of eight people. "This will not effect how the Probation Department does business".

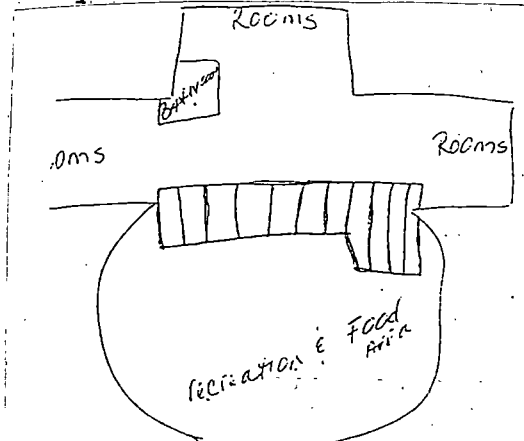
Discussion: Reorganization of the Supervision units.

Q: Please describe the new configuration that has taken place in Juvenile Hall.

A: The windows are smaller with safety glass and/or glass blocks. Safety barriers are an added addition to the units.

CPO: These safety barriers are an open wall with metal it may be described as bars. The hall is clean and secure and are designed to be locked on the midnight shift when kids are locked in their rooms. The barriers has been approved by the Fire department and all permits for the barriers has been received. Automatic doors are forthcoming which will ensure staff and fire safety. The barriers will require less staff and is safer.

DIAGRAM of "Safety Barriers" as illustrated by CPO.



4:45 - 5:00 p.m. Fifteen minute break to view the renovated units and barriers.

Intense discussion after viewing the barriers [bars]: the safety barriers look like bars seen in jail. The units have a "jail like feeling".

- Juvenile Hall has maintained a high detainee count of approx 121 since September, thus resulting in double bunking;
- Direct booking has begun in Juvenile Hall which holds approx six (6) youths. Excess youth are detained in admissions and the RU unit until processed.

VI. JJC REPORT: {Gary Harrington, Treasurer}

- Log Cabin Ranch documents have been received. Commissioners are requested to send their inspection reports to Yolanda ASAP for computation.
- A Mini retreat is being planned for early November prior to new commissioners coming on.
- The Commissioner Training which took place in September, included information on pending California Youth Authority Standards, which are being rewritten.
- The educational program at YGC lacks a computerized procedure for tracking youths. Discussion re: educational problems.
- A mentoring program will be implemented for new Commissioners. The program will allow the experienced Commissioners to provide training for new Commissioners.

VI. COMMITTEE REPORTS:

Facilities report: Jail inspections and LCR reports are pending.

Court/Wardship: Three group homes are targeted for an observation. A letter from the Judge will be requested to introduce the committee, and advising the group homes of the visit.

VII. PUBLIC COMMENTS: A new site has been designated for youths who are in the out-of-home detention program. Follow up of the new program and the details will be discussed in the Executive Committee.

XIII. ADJOURNMENT: M/S/C meeting adjourned @ 6:10 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 2, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by the Chair Georgia Bates Creel at 4:15 p.m.

II. ROLL CALL:

Commissioner Present (no quorum):

Commissioner Adlo-Robinson
Commissioner Cohn
Commissioner Bates Creel
Commissioner Moon

Commissioners Excused:

Commissioner Dupre
Commissioner Cowan
Commissioner Harrington

Commissioners Absent:

Commissioner Harlan
Commissioner Elizalde

Juvenile Court/Probation and other Departments present:

Presiding Judge Ina Gyemant
Chief PO Flowers
Woodside Learning Center - Donald Toomer, Principal

Guest Present:

Don Chan, Secretary Juvenile Probation Commission
Terry Landini-Brennan, Juvenile Probation Commission
Commissioner

III. APPROVAL of MINUTES: No quorum for approval of minutes

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

No report. Q: Some of the candidates [that are being considered for JJC vacancies] work for the department in various roles...should they be considered for the Commission or would it be a conflict of interest? A: If someone works for the Probation Department it would be a conflict of interest. However persons in the department should not be automatically excluded. A lengthy Discussion-conflicts of interest with

opinions expressed from Commissioners and the Judge. Should employees of the Court, Public Health and Probation Department serve as Juvenile Justice Commissioners.

Q: If Youth Court is passed on the upcoming ballot.. how or will this effect the JJC's Youth Commissioner if there is a Youth Commission to address youth issues? A: The youth commissioner will report to the Mayor, in a different capacity. Q: Does the Court have any specific feelings about the "Barrier bars"? A: It has not been discussed with the Judicial Officers but she will talk to them. Q: What are your feelings about the bars. A: "I understand why the Probation Department wants the bars [there] especially when they get the electronic system". It is hard to understand it without the electronic system because it is open and I don't think they need them. There is a locked facility feeling, though [currently] every time you enter or exit a door the doors are locked and double locked so the message is there anyway.

Q: Does this conflict with the concepts of youth restricted environments? A: If the purpose is to allow the youths to go to the bathrooms alone without being locked in and out of a room, then an argument can be made that it is less restrictive. Aesthetically it could be different. Extensive dialogue regarding the "Barrier Bars";

V. WOODSIDE LEARNING CENTER- Donald Toomer, Principal:

An Open House will be happening Sunday November 5, 1995. This is the second open house and everyone is invited. The open house will provide a view of the educational program up-close and those attending will be able to see the changes taking place. The program is geared to meet the needs of the children and the parents. A few changes to the program include: The Bay Area writing Project for all teachers which, took place (Sept '95), A faculty member of San Francisco City College will come and speak to the youth about Aviation, a faculty member will be scheduled to visit LCR twice a week regarding its programs (Nov. '95), Team members of the S.F. 49rs will be in assembly at LCR on Nov. 14; Other events include the Warriors team members visits, and a fitness center.

VI. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers, CPO:

Lengthy discussion re: Safety Barriers: "The barriers are in place to do a better job for the youths we serve. Ensuring youths get to the bathroom on demand, in a timely matter and protection for the counselors". The barriers are designed to be open during the day and pad locked at bed time (approx 10p.m.) when there are no longer two counselors in each unit. Thanksgiving dinner: at LCR on November 19. There are youths that do not have families and the Department will be providing

surrogate families for these youths during this dinner. The Commission is invited. The day begins at Noon until 2:30 p.m. The dinner will not include youths at Hidden Valley, since the populations can not be mixed.

VII. CHAIR REPORT:

Youth interviews will be taking place tonight.

Nominating Committee: The Chair will phone Commissioners to participate on the Nominating committee.

VIII. ADJOURNMENT: Meeting adjourned @ 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING December 7, 1995

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Georgia Bates Creel, Chair at 4:25 p.m.

II. ROLL CALL: by Secretary-Commissioner Elizalde

Commissioners Present:

All Juvenile Justice Commissioners present

Commissioners Excused:

N/A

Commissioners Absent:

N/A

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant

Chief PO Edgar Flowers

Yolanda Bell {JJC Administrator}

Guest Present:

See sign-in sheet.

III. APPROVAL of MINUTES: M/S/C that the minutes of September, October and November 1995 be approved as amended.

IV. ELECTION OF OFFICERS- Commissioner Harrington

Nominating committee slate:

Commissioner Anson Moon	-Chair
Commissioner Gary Harrington	-Vice Chair
Commissioner Ruth Cowan	-Secretary
Commissioner Steve Cohn	-Treasurer
Commissioner Rev. Timothy Dupre	-At Large
Commissioner Georgia Bates Creel	-At Large

All nominated candidates formally accepted the slate. There were no nominations from the floor. Motion: to approve the slate as presented, second, carried.

V. CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:

Construction of the units proceeds on schedule. Units B-3 and B-4 have been re-opened; B-5 and G-2 are closed to begin construction. It was hoped that only B-5 would be closed for 2-3 weeks, unfortunately after the contractors opened the wall and ceilings new problems were visible. January 5, 1996 is the

target date to have youth return to B-5. **Family reunification dinner** at LCR on November 19, 1995 had 200 guests. This was the first time families were able to come. The bench officers and staff from the probation department were present. **[Discussion] Overcrowding and double bunking** at Juvenile Hall due to the DRUG SWEEP and, a high girls count. Hidden Valley is being used "as a release valve to keep the count down [for boys]". The Hall has a contract with San Mateo County Juvenile Hall for housing youths, but due to the large population in San Mateo Juvenile Hall there is no room for the girls. The high count is also contributed to more police and an increase in the arrest rate of youth. **A New Juvenile Hall** brief dialogue; **Arizona Boys Ranch** has had some problems however the conflicts that arose were resolved.

VI. JUDGES CORNER/ INA L. GYEMANT, Presiding Judge:

Judge Gyemant swearing in new Commissioners and gifts (Georgia Bates Creel, Chair);

VII. CHAIR REPORT:

-Introduction of New Executive members including personal data of all commissioners;

-Introduction of New Commissioners and Mentors assigned: Alexis Goldner (absent), Damone Hale, Nandor Vadas, Rose Willis, Youth Commissioners Anna Pavlenko and Andrea Rodriguez;

Damone Hale-Staff attorney with Bayview Hunters Point Defenders office;

Nandor Vadas-Assistant U.S. Attorney Northern California;

Rose Willis-Adult Probation Officer;

Youth Commissioners:

Andrea Rodriguez-16 years old aspires to become a probation officer;

Anna Pavlenko-immigrated from Kiev Ukrainian 6 years ago, 19 years old-UC Berkeley student;

-1995 Activities-a very productive year

a) JJC occupied new offices-in April '95; b) Full inspections of Juvenile Hall and Log Cabin Ranch; c) A physical look included a general overview of Hidden Valley Ranch; d) Jail inspections completed-youths were held prior to being booked at Juvenile Hall; e) published reports of Juvenile Hall inspection; M/S/C-Publication of 1995 Juvenile Hall Reports; f) Juvenile Justice Commission Training attended by Commissioners-Sept '95;

-Ombudsman-a preliminary budget request, outlining the responsibilities for the position has been designed and will be sent to Superior Court for approval; [discussion]-

VIII. COMMITTEE REPORTS:

Facilities- Commissioner Harrington, Co-Chair; the committee has taken a closer look at the incident reports and requested information as warranted from the CPO at the Liaison meetings; Commissioner Harrington assigned to review the November incident report reviews [Commissioner Dupre assigned to review December reports-assignment made after the meeting];

* Incident items-Herman Phillips death Q: were minors present
A: Youths were counseled about the death and many youths offered to do a video for the family; The procedures surrounding the death of the counselor were followed by the staff; procedures for graffiti inflicted on the property by youths and cash restitution as a means of destroyed property Prosecution for the youths will be followed up at the next Liaison meeting; Q: How are youths obtaining contraband (markers) in the Hall? Follow-up on this issue will be done at the January '96 Liaison meeting, clarifications and procedures for conditions when called in the Hall; (extensive discussion)
Court/Wardship-the committee has decided to wait for the new Commissioners before taking on any new projects. New projects will begin in 1996.

IX. NEW BUSINESS:

Commissioner Adlo-Robinson: Proposed an annual report reflecting the accomplishments, goals and objectives of the Commission including requested that committee reports be prepared for 1995 year.

Commissioner Cohn: Hidden Valley Ranch programs and funding remain unclear; **Acclamation** a letter will be written to the Probation Commission requesting the nature and the funding source of the Hidden Valley program;

Commissioner Hale: A management audit of Juvenile Justice System in San Francisco has been proposed to the Board of Supervisors which will be done by the Department of Justice;

Recommendation: a follow-up on the audit will be initiated by Commissioner Adlo-Robinson including the status and will be presented at the Executive meeting '96.

XI. ADMINISTRATORS REPORT:

Orientation of new Commissioners.

XII. ADJOURNMENT: at 6:15 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING January 4, 1996

- I. **CALLED TO ORDER:** Anson Moon (chair) at 4:10 p.m.
- II. **ROLL CALL/ INTRODUCTION OF COMMISSIONERS**
All Commissioners present with one exception
Commissioner Excused:
Georgette Elizalde
Commissioners Absent:
n/a

Juvenile Court/Probation Department staff present:
Presiding Judge Ina L. Gyemant
Chief Probation Officer, Edgar Flowers
Fred Virgilio, Director Probation Services
Don Chan, Secretary Juvenile Probation Commission
Yolanda Bell (JJC Administrator)
- III. **APPROVAL of MINUTES:** minutes of December 1995 be approved as mailed **Action item-** M/S/C. November 1995 minutes (page 2) should reflect Youth Commission not "Youth Court".
- IV. **JUDGES CORNER/ Ina Gyemant, Presiding Judge:**
-A dependent and delinquent youth of the court committed suicide in an out-of-home placement. Commissioner Cohn spoke to Judge Dondero and confirmed that the Court had no objection to the Juvenile Justice Commission investigating the suicide;
-The Queens Bench-A Women's Lawyer organization attended a Christmas Party for the girls in G2 and it was very well received. The girls talked about their experiences in JH and the programs available to them. Overall a positive experience.
- V. **CHIEF PROBATION OFFICERS REPORT/Edgar Flowers,CPO:**
-The CPO had the opportunity to meet the new Juvenile Justice Commissioners, and took them on a tour through JH. Population statistics for December: admission=234 males and 61 females for a total of 295;the average daily population=males approximately 100 and 21 females. The average length of stay for males were approx 13 1/2 days and 10 1/2 days for females. The population today is 103 with 21 at H.V. and 21 females. The girls population is high and can be attributed to the court detaining a larger number of girls due to their charges. JH statistics will be computed differently and a revision is forthcoming.

-A ward of the court has unfortunately committed suicide which is being "routinely investigated" by the medical examiner.A

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report is expected in six to eight weeks. **Q-Commissioner Harlan:** Santa Clara County has a multi-disciplinary team that investigates cases when a suicide is committed including tracking what could have happened..does San Francisco have a similar service? **A-CPO:** No-not formally. CPO provided brief background information about the youth; He was monolingual, attended Newcomer High School and the Horizons after-school program, was involved with other programs and was receiving counseling services.

Chair: The JJC will be investigating the suicide incident including a follow-up of the attempted suicide last year (1994).

Comments-Commissioner Cowan: Applauded the department and the staff for positive changes which has occurred in JH.

Hidden Valley> Commissioner Moon: What are the plans for H.V. since the Probation Department has passed a resolution allowing H.V. to remain open? **CPO (discussion-summary):** H.V. has been opened since August and was initially planned for temporary housing, allowing two units in JH to close during renovations. The Probation Commission has reviewed the programs at H.V., including speaking to parents who supported the opening of H.V. resulting in a resolution passed. Additional personal would be required at Hidden Valley, therefore, the department has decided to close one unit in the JH allowing staff to be utilized at H.V. Historically, a unit is always closed in JH. The closure of one unit in JH will allow housing for 30-40 youths at H.V. eventually relieving the overcrowding in JH. (i.e. housing girls in B1 verses G2);

Will the Court sentence more youths as a result of more beds available? (extensive discussion summarized)

CPO: No. **Judge Gyemant:** The court receives a daily count and has in the back of their mind how to get a youth released. More beds does not influence the courts' decision to detain more youth. **Probation Department:** The Department spends a considerable amount of time reviewing if youths may be released early. These are youths who will be recommended for probation in an attempt to maintain JH below capacity; Though bed space is limited, JH must be prepared to respond to the inflexible count--H.V. is the alternative. **JJC-Q's:** What is the logic of transporting youth one and a half hours away instead of housing them in JH? How many times was JH faced with the crisis [overcrowding situation]? Which detainee will go to H.V.? **Probation Dept:** Youths who are not violent and those who can operate in an open setting, without the intense restrictions currently exhibited in JH are sent to H.V.; Family access issues; how will families see their children? **Probation Dept:** Parents are allowed to visit H.V. and have expressed

satisfaction; additionally on Sundays there is a bus which transports visitors to LCRS and on occasion youths are bought to JH for family visits.

Commissioner Hale:(summation) Having more bed space (H.V. or JH) is not the answer for troubled youths. **Action item-M/S/C** The Chair will prepare a letter to the Probation Commission stating the concerns the JJC has about their [JPC] policies. Commissioners input are encouraged. **CPO:** In the past six months we have had an overcrowding in the girls unit...despite our efforts for early release these alternatives are not applicable for girls currently in custody. **Comments-Commissioner Adlo-Robinson:** Young ladies require special attention, which have different issues while being incarcerated, including detoxication, privacy issues;

Court School Program: This program allows youths to go to school while under Probation supervision outside of JH. A counselor is assigned to the community day school who works closely with the Probation Officers, reviewing the attendance, youth progress, academics and their behavior while in the program; PO's recommend youths who will be assigned to the program; This program has relieved some of the overcrowding at JH.

- VI. CHAIR REPORT Commissioner Moon:** views his role as that of a "Facilitator". The goals of the JJC will be determined by Commissioners collectively;
Committee assignments, functions and protocols (briefly discussed); **Work plans** including timeliness will be presented to the Executive Committee for approval; **An Observer** will attend the JPC meetings, providing updates at the JJC monthly meetings; Jan-March observers are Commissioners Cowan and Willis-Juvenile Probation Commission meetings are held the 2nd Wednesday. **Standing Rules** first draft will be completed by January 31; Commissioners Adlo-Robinson, Harrington and Moon has been assigned to the committee. **Barrier gate** policies and practices has not been established by the JPC;the JJC will take an active role with the JPC in formulating policies and practices of the barrier gates {Facilities Committee}.

6:15/ Action item: Extend the meeting 5 minutes M/S/C.

VII. COMMITTEE REPORTS:

Court/Wardship Committee - Steve Cohn: A thorough investigation of the suicide will be performed, including interviewing all individuals and departments involved.

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Facilities Committee-Timothy Dupre & Youth Commissioners:
"Barrier gates do not look harsh..they [barrier gates] did not feel offensive." The Youth Commissioners received a tour of JH and had the opportunity to view the merits program, discussing their observations of laundry with the staff. (this item referred to the Liaison Committee); A **religious** program took place at LCRS on January 6; as a result of the program regular Protestant services has been scheduled at LCRS.

VIII. NEW BUSINESS: Girls at Risk - Task Force

Girls at risk will be examined closer with the Facilities Committee. **Action item:** A task force be implemented to explore "troubled girls", including taking a closer look at girls issues, the population count and overcrowding issues. **Call for the question-Approval of the Task Force M/S/C;** The task force will make recommendations through the Executive Committee; Commissioner Adlo-Robinson will Chair the task force.

IX. ADJOURNMENT: at 6:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MINUTES OF GENERAL MEETING

February 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon, Chair at 4:20.

II. ROLL CALL:

Commissioners Present:

Mary Louise Adlo-Robinson	Sparky Harlan
Steve Cohn	Damone Hale
Ruth Cowan	Gary Harrington
Georgia Creel	Anna Pavlenko
Timothy Dupre	Nandor Vadas
Alexis Goldner	Rose Willis

Commissioner(s) Excused:

Andrea Rodriguez (Youth Commissioner)

Commissioners Absent:

Georgette Elizalde

Juvenile Court/Probation Department staff present:

Judy Griffin, Director of Juvenile Hall (representing Probation Department)
Don Chan, Juvenile Probation Commission
Yolanda Bell {JJC Administrator}

Guest Present:

Robert Figone, Administrator Pupil Services of San Francisco Unified School District
Donald Toomer, Principal of Woodside Learning Center

Woodside Learning Center Faculty:

Richard Wheeler	Dr. Reed Rhodes
Patrick Dunn	Jillina Pope
Ishmael Martinez	Berta Moore
Lois Cardinal	James Fithian
Irene Malone	Joyce Monroe
Sonya Taylor	
Robert Polich	

III. APPROVAL of MINUTES: M/S/C the minutes of January 4, 1996 be approved as amended.

IV. JUDGES CORNER (Superior Court Judges not in attendance)

Chair comments: The Juvenile Probation Commission has a vacant seat which are held by the Superior Court. Judge Gyemant has made recommendations, however those Commissioners interested may forward their resumes to Judge Gyemant for future consideration. **Comments:** Previously, appointments made to the JPC were members from the JJC since they were trained in the area of Juvenile Justice. Are we aware if the judge will continue the policy? The judge can select 1-2 names but the Mayor may reject her submissions; **Chair:** The judge may not be aware of the previous practice but she will consider members who submitted their resume.

V. NEW BUSINESS:

* Commissioner Dupre: Members of the Facilities Committee visited H.V. and spoke to the staff and detainees candidly. The committee were impressed with the enthusiasm of the staff and noticed that youth responded positively. **Recommendation:** Juvenile Justice Commissioners visit the various cottages at JH and hold "round table" discussions with staff including the educational staff, counselors, probation officers and maybe youth. The round table discussions would give the JJC a sense of what happens at the various levels encouraging objectivity from members {JJC dialogue} Commissioners Harlan, Moon, Dupre and Vadas will form a plan, outlining and submitting a recommendation to the Executive Committee.

* Commissioner Vadas: District Attorney Terence Hallinan would like to make a presentation to the JJC describing his goals for the next four years and what he foresees as prosecuting juveniles in San Francisco. **Action item- Motion:** The JJC will extend an invitation to District Attorney Terence Hallinan to attend the March JJC meeting S/C.

VI. WOODSIDE LEARNING CENTER (WLC): JJC 1995 Juvenile Hall Report:

Synopsis of the discussion led by Commissioner Gary Harrington: The JJC inspected Juvenile Hall March 1995 and produced a report of its findings which was published December 1995 (The JJC acknowledges the untimeliness of the report). Woodside

Learning Center was dissatisfied with the characterization of the report.¹ Donald Toomer Principal of WLC: "...we as dedicated educators feel the report [JJC 1995 JH Report] was unfounded and offensive." Mr. Toomer discussed what he perceived as inaccuracies contained in the 1995 JH report. The WLC faculty emphasized their experience.

Bob Figone, Administrator of Pupil Services-S.F. School Dist: "I thought I was reading a 1992 report..and I was quite upset." Mr. Figone credentials include former memberships on the California Youth Authority Parole Board, the Delinquency and Prevention Commission (S.F.) including the Juvenile Justice Commission. "I am displeased of what I read [JH 1995 Report] for it sends a message that we at JH in the educational department are not performing our jobs...we do have a goal at JH; "There have been new programs implemented in JH. Many changes have occurred since the insufficiencies that transpired at WLC in 1992". Mr. Figone suggested that a mechanism be activated reflecting the conditions of the JH educational department. He added that better communication between WLC and the JJC is necessary to move forward.

Commissioner Harrington agreed to review the report and if any inaccuracies exist they will be corrected. Future discussions with Mr. Toomer, WLC principal and Mr. Figone are being planned.

VII. Judy Griffin, Director of Juvenile Hall representing the Probation Department - re: JH 1995 Report

The following are primary concerns regarding the condition of JH (as cited in the 1995 JH Report).

- * Since the publication of the report all the units have been renovated including problems with the bathroom facilities (as cited on page 2 1995 JH Report). Final renovations will include additional bathroom facilities in both G2 and B4 units;
- * Electronic doors will be installed (time frame for installation were not available) and will be locked only in the evening;

¹Article VI of the reports cites "minimum school day of two hundred forty minutes" the report incorrectly noted the requisite should be 480 minutes; The JJC will correct this error in the follow-up report.

- * One person per room and double bunking; JH does not meet the state standard of one child per room when there is a high count. This deficiency cannot be corrected;
- * The [cracked] window in G2 has been repaired;
- * Undersized class rooms were accurately portrayed in the report;
- * Adequate lighting in the units will be retested once the renovations are completed.
- * Recreation- the lack of recreation as reported in B5, was a result of the split program which has been discontinued.
- * Religion-though various churches offer their services many youth lose their motivation for attending the Sunday services; This is a problem for JH. However, a solution is being sought.
- * Classification system-The computer system for which the classification system was written is no longer in function.
The system would allow detainees in JH to be classified. A request has been submitted to upgrade the system. This classification system is different than the one in the Probation Department.
- * The grievance system has improved and is ongoing.
- * Special dietary needs-JH was not aware that this section was not met.
- * Larger clothing- often larger clothing is not available and there is no resolution on this issue.

Motion: Extend the meeting for 15 additional minutes S/C.

VIII.COMMITTEE REPORTS:

FACILITIES: The committee visited H.V. and it appears durable; Discussion regarding whether the JJC will support a policy of more beds for youths. **Chair Moon:** A letter was written to the JPC regarding H.V. The JPC responded by expressing they did not make policy. **Recommendation:** The Facilities Committee work with the Probation department to develop policy for H.V.

COURT/WARDSHIP: Investigation of the youth who committed suicide last year continues.

IX. PUBLIC COMMENTS:

Michael Fuller (a private citizen) expressed his concern regarding the suicide investigation.

X. ADJOURNMENT: Meeting adjourned @ 6:50 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

March 7, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon Chair at 4:15 p.m.

II. ROLL CALL:

Commissioners Present:

Adlo-Robinson	Pavlenko
Bates-Creel	Vadas
Cohn	Willis
Cowan	Dupre (late)
Elizalde	Hale (late)
Harlan	Harrington

Commissioners Excused:

Goldner
Rodriguez (youth commissioner)

Juvenile Court/Probation Department staff present:

Presiding Judge, Ina L. Gyemant
Judy Griffin, Director Juvenile Hall
Yolanda Bell, JJC Administrator

Guest(s) Present:

Terence Hallinan, District Attorney

III. APPROVAL of MINUTES: M/S/C the approval of the minutes February 1996 be deferred until revision are made.

IV. Probation Department Report/ Judy Griffin, Director Juvenile Hall:

- **Staffing shortages:** JH is overcrowded and under staffed requisitions for new employees have been submitted to the Mayors' Office, however they have not been filled. 22 girls are in JH; due to staffing shortages one unit remains closed; there are six (6) units open including H.V. The on-call staff has been over utilized while waiting for vacancies to be filled. **Action item: Facilities Committee will review JH staffing crisis, determine if intervention or if a recommendation is needed M/S/C;**

V. JUDGES CORNER/Ina Gyemant, Presiding Judge:

A Youth Drug Court is being pursued. A committee went to Visalia to review their Youth Drug Court, the only one in the state.

Q & A: Who is on the committee? Bruce Chan & Janet Forsythe (Public Defenders office) Cindy Lee (District Attorneys office.) Norman Keeling (Probation Dept.), Jeff Mori (Mayors Youth Children and their Families), Director of the Haight Ashbury Clinic-advisor, Adrienne Miller (Traffic Hearing Officer), Robert Dondero (Bench Officer) & Commissioner Rev. Timothy Dupre; Will DUI be part of Drug Court deliberations? Yes it probably will be. Adrienne Miller has put together a treatment program for DUI.

VI. PRESENTATION-District Attorney Terence Hallinan: (the following is a summation of Mr. Hallinan's presentation)

JJC member introductions included features of both Facilities and Court/Wardship Committees; **Hallinan:** It is an exciting time in San Francisco, for people who are concerned with the status of our youth population and youth corrections. It is a wonderful position to have a Mayor, District Attorney and a Board of Supervisors who are at this point, on the same track for wanting to make improvements and finding money to do things that have not been done for a long time. Wanting to get the community together and get behind our young people.

- The District Attorneys Office will be making changes, though they have not been formulated. Changes will be seen in the Juvenile Correction system as a whole. Walter Aldridge will continue as head of the unit. The District Attorneys office will "beef" up the presence of the D.A. office with another Assistant D.A. who will take over probation violation and seek to improve the facilities, working closely with the court ensuring effectiveness and efficiency.

Mr. Hallinan is anxiously awaiting the audit which was requested by the Board of Supervisors recently, which he hopes will provide some guidance and "fresh ideas" of things that are done in other states, cities and communities. A proactive position is being taken with Juvenile Justice, Youth Guidance Center and young people.

- Hallinan reinforced his commitment to prevent crimes from happening as well as prosecuting crimes after they have happened. When a young person commits a serious and violent offence that person will be prosecuted in a meaningful way. The District Attorneys Office will attempt to develop ways that involve youth in the communities, involving ourselves with young people, playing a more leadership role

in preventing crimes from happening. Reducing the YGC population ideally under 110 [youth] would be a population that could be worked with in a meaningful way remarked Hallinan. Mr. Hallinan also expressed the importance of finding alternatives in the communities for non-violent and non-serious offenders and developing alternatives to incarceration. The District Attorneys office plans to develop individualized programs for youth offenders, including working with the Probation Department and tracking youth offenders throughout their careers, helping youths turn into a more positive existence.

- D.A.'s office "determined that the strip search was technically not a violation" since the young woman had a hearing at a previous time before she left and was returning to JH. The presence of male custodial personal at strip searches is not permitted with adults, and is not permitted with girl offenders in the California Youth Authority. The rules and regulations are unclear because of the phraseology of the hearing; Hallinan will be formulating a letter to either the JJC or JPC regarding the strip search, seeking a clarification of the rules. **Chair:** The JJC has looked into the situation with both CPO Flowers and Judy Griffin, due to the impending litigation we [JJC] are hesitate to issue a report at this time. The JJC will be working together with the Probation Dept./Juvenile Hall in an effort to clarify the policy guidelines. **JJC member comments:** The gender issue requires further examination; Both the JJC & the JPC are appropriate commissions for developing with the Probation Department policy guidelines; **Hallinan:** The JJC does have a role to play in looking into the strip search issue and as D.A. it [a strip search] will not happen again. **Commissioner Harrington:** "We have initiated the investigation and have spoken to people not only to find out what the actual events were that happened but what the record actually was, and we are very much working with the staff and the Director of Juvenile Hall to make sure it does not happen again and we will be making our recommendations."

VII. CHAIR REPORT:

Speakers will continue to address the Commission and its audience in the varied aspects of juvenile delinquency, which prove educational to everyone.

COMMITTEE REPORTS:

Commissioner Harrington- Facilities: The strip search incident is being followed-up, and a recommendation of policies and procedures will be made without factual findings, due to the impending litigation. **Action item-Motion:** The strip search discussion will continue in Executive session S/C. Undocumented youth at YGC pending adjudication was researched by Commissioner Vadas. The INS has several problems, there are no facilities appropriate for housing juveniles, no staff and often no parents at the youths original

homeland to take care of them; a discussion continues to take place within INS as they develop ways to prepare a protocol for minors in appropriate circumstances--who should be returned to INS custody and those re-patriot back to their homelands. **Q&A** Are undocumented youths being returned to INS? If there is an adult in the area (S.F./U.S) to be guardian the minor is turned over to that family. Griffin-Director of JH: The Probation Department does not generally get involved with INS, unless there is a transfer from the prison, county jail, or by court order. The JJC will continue to explore possibilities for undocumented youth. **Action Motion:** The Facilities Committee investigate and provide the JJC with a recommendation with respect to the INS issue. **S/C; Contraband-**How are the drugs entering JH? **Griffin:** The staff are not searching the youth properly.

Commissioner Cohn-Court/Wardship: The committee is dealing with one issue and that is the suicide. A decision was made to subpoena records from other agencies and departments. The responses from the subpoenas are expected by Friday. When the subpoenaed responses are received the committee will review and schedule interviews. This has extended the time needed to complete the report.

VIII. OLD BUSINESS:

Woodside Learning Center- Correspondence has taken place between the school and the JJC-a meeting is being planned during the month of March.

JH Overcrowding and double bunking did exist when several Commissioners visited JH led by Commissioner Dupre, occurred on 2/96.

IX. NEW BUSINESS:

Lark Thomas of Teenage Pregnancy and Parenting (TAPP) will speak at the April JJC General Meeting.

Thabiti Mtambuzi-commented on the 1995 Juvenile Hall Report. **Action item:** The JJC will "table" this issue until Facilities or Court/Wardship committee meetings.

X. PUBLIC COMMENTS:

Aimee Exnicios (Probation Department)- Commented on un-documented procedures;

Michael Fuller- (Private Citizen) Commented on 1995 youth suicide and strip search investigation.

XI. ADJOURNMENT: 6:25



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

May 2, 1996

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission was called to order by Anson Moon (Chair) at 4:15 p.m.

II. **ROLL CALL:** * arrived after roll was called

Commissioners Present:

Adlo-Robinson	Harrington*
Cohn	Moon
Dupre *	Vadas*
Elizalde*	Willis

Hale

Harlan

Commissioners Excused:

Cowan

Bates Creel

Goldner

Pavlenko

Rodriguez

Commissioners Absent:

n/a

Juvenile Court/Probation Department staff present:

Presiding Judge (excused)

Chief PO (excused) /Judy Griffin, Director of JH represented Probation Department
Yolanda Bell {JJC Administrator}

Guests Present:

-Members from the League of Women Voters

-Keith Choy, Mayors Criminal Justice Council

III. **APPROVAL of MINUTES:** M/S/C that the minutes of March 1996 be approved as amended; April 1996 minutes adopted.

IV. **PROBATION DEPARTMENT REPORT/ Judy Griffin, Director of Juvenile Hall** {Q's asked by JJC members, A's are Ms. Griffin responses}

..jjc\meeting\genmtg.may

Adopted General Meeting Minutes

May 2, 1996

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The JH admissions are down including the count. Today's count is 128 which includes 119 detainees housed at J.H. (Juvenile Hall), 19 at H.V. (Hidden Valley Ranch). There is one unit closed (B1) and one double bunking in G2. There are no major incidents or problems. The bulk of repairs has been completed in JH. Q: Counseling staff do not have any where to go for breaks; has this issue been addressed? A: Yes it has been addressed. A memo was circulated requesting input from the staff. Q: Are youths tracked who are cited and released? What is the recidivism rate including those who fail to appear? A: Those who fail to appear are minimum. Griffin did not have facts on recidivism. Q: How many girls are being detained? What are the most frequent charges girls are held on? A: There were 21 in the a.m. G2 is open and one room has two girls. The most frequent charges including the recidivism rate would be forwarded to the JJC later. Q: Is there still a contract with Santa Clara for housing of youths. A: Yes, however, Santa Clara do not have any available beds.

Q: Has there been a noticeable difference in the population since the Chief of Police issued the directive stating not every youth should be booked/housed? at JH A: This was not a new directive but a reissue of a general order originally issued in 1989--despite the media's input. However, this issue was discussed in a meeting held between the Court and Probation and it was realized that due to the new police officers they should be reminded of the general order; there had been some admissions that should have been cited but were being admitted. There has not been a "drastic" difference in the population and [since the directive] it has not had a large impact either on citations or bookings.

Approx. a month ago the JJC requested that an interim **strip search** policy be implemented. What is the policy status? A: We have requested the police department to assign female officers as back-up when there is not enough female staff on duty in JH during the graveyard shift. Policy and procedures for the formal strip search has been submitted to the City Attorneys' office. Q: Can a female sheriff be placed in JH on an ongoing basis during the graveyard shift? A: We can look into this issue. Q: Has a interim or formal strip search policy been implemented during normal business hours. A: A formal policy has not been implemented until it is approved by the City Attorneys office-though an informal policy is in place.

Q: Is there any medical or SPY (Special Programs for Youth) available at H.V. or does a contract with local medical facilities exist? A: Nursing staff is at H.V. three day a week (short hour days) and at LCRS five days a week. Psych staff is at LCRS an "equivalent" of five days a week. Griffin was unsure of the actual schedule or hours which vary. In emergency medical situations, standard emergency procedures are utilized. (i.e Medivac, 911, etc.) Depending on the emergency, the staff will drive the youth to the closest medical facility. JH has psych staff available until 8p.m. and JH medical staff evaluates youths whom are ill (i.e. headaches, etc.)

Q: What is investigation status of the youth who was injured while being transported? **A:** The investigation has not been resolved and communication with the District Attorneys Office has not disclosed whether the incident was a criminal violation. **Q:** Currently are there any youths on home detention with the electronic monitoring system. **A:** We do not have anyone on home detention; a few months ago, the Judge did order a youth to wear the electronic devise--unsure of the status of the youth. **Q:** Does a substance abuse contract still exist? **A:** Yes.

V. CHAIR REPORT

The **audit report** has been distributed; all members are encouraged to review the report. At the last meeting Judge Gyemant (Presiding Judge) and CPO Flowers were of the opinion that the audit was the only audit contemplated, however, the CRA does recommend (pg. 11) an internal audit of the Probation Department including YGC. There will be two audits. [a point of clarification- Commissioner Hale]; **There was a meeting w/ the Educational Department** (members who attended the meeting was Commissioners Moon, Dupre, Harrington and the Administrator). The purpose of the meeting was to develop a rapport, resolving issues that needed further clarification; it was also agreed that if any errors or items which required further explanation they would also be addressed. The meeting ended on a hopeful note and [more meetings are being planned]. The school district suggested members of the JJC "drop in" on some of the classes, reviewing the programs, to gain a better feeling of the education department. The JJC **retreat** is scheduled for Saturday, May 4, 1996 @ 9:00 a.m. all members are requested to attend.

Committee Reports:

Court/Wardship Committee - Commissioner Cohn Chair, The suicide report is pending and **group home** visits are being planned; Prior to visiting the group home, the committee prepares by requesting program information from the group home, the committee submits an advance sheet to the home, and provides the group home with at least 48 hours notice of the visit. The **suicide** investigation has consisted of interviewing personnel within JH and Probation Department staff. The next phase will include interviewing staff of the group home and community based organizations who had contact with the minor. The report will go through a lengthy processes including drafts, editing, and JJC members reviewing the report, before a final report is printed and distributed at the **July 11, 1996 General Meeting**.

Facilities Committee-Commissioner Dupre (Co-Chair), The committee met and discussed the status of **interim strip search policy** and its implementation, the components of the **annual inspection**. The committee recommends JJC members speak to each department informing them of the criteria we will utilize prior to inspecting the facility. Meeting with departments in advanced will allow the JJC to take a "cooperative approach," alleviating staff apprehensions, and aim for better communication. No dates have been scheduled for the annual inspections. The committee offers its support to **Girls Task Force**.

Adopted General Meeting Minutes

May 2, 1996

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VI. OLD BUSINESS: Dept 29B has two stools in the holding cell and due to the fire codes there are no plans for additional seating.

VII. INTRODUCTIONS:

Several JJC members attended the reception for Kimiko Burton, Mayors Criminal Justice Council; Keith Choy from MCJC, highlighted the functions of the varied departments (i.e. grant writing, the monitoring of all the criminal justice departments, etc.) including other issues under MCJC.

VIII. ANNOUNCEMENT: Commissioner Dupre: Commissioner Hale had a death in his family and the JJC expresses its condolence.

IX. ADJOURNMENT: @ 5:45

**JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

JUVENILE JUSTICE COMMISSION MEETING ANNOUNCEMENT

The JUVENILE JUSTICE COMMISSION MONTHLY GENERAL MEETING
will be held Thursday, May 2, 1996 at Youth Guidance Center in the MAIN
CONFERENCE ROOM, 2nd FLOOR. The topic will be announced.

The meeting will begin at 4:00 p.m, the public and all departments are invited to
attend.

..\meeting\announce



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

updated 5/7/96

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 4, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:15 p.m.

II. ROLL CALL:(* arrived after roll call)

Commissioner Present:

Adlo-Robinson*	Hale*
Cohn	Harlan
Cowan	Harrington
Bates Creel*	Moon
Dupre	Pavlenko
Elizalade	Rodriguez*

Commissioners Excused:

R. Willis

Commissioners Absent:

Goldner
Vadas

Juvenile Court/Probation Department staff present:

Presiding Judge

Chief PO

Yolanda Bell {JJC Administrator}

Guest Present:

S. F. League of Women Voters - Introduction by Commissioner Cowan
Mayors Office staff

III. APPROVAL of MINUTES: M/S/C the minutes of February 1996 be approved as amended; March 1996 minutes approval deferred until May meeting. M/S/C

IV. JUDGES CORNER/Ina L. Gjemant , Presiding Judge:

Drug Court is proceeding; The next meeting [Drug Court] will include planning a program and looking at eligibility, which will be worked out with the Public Defenders and the District Attorney's Offices. Q: What steps can the court take to reduce the population? A: CPO Flowers has put together a new unit called Detention Control headed by Melinda Mills. The unit reviews the count daily. The review includes assessing each minor held in JH, why they are detained, determine if youth are eligible to be released, and instuiting community support so the youth can stay released. The court does not want to have a revolving door. The judges

are not releasing any youth that may be a public safety threat. Q: When the count is approx. 180 do you review it? A: No, Judge Dondero reviews it.

V. CHIEF PROBATION OFFICERS REPORT/ Flowers CPO:

The JH count is 129 youth; there are 109 boy and 20 girls, 19 youth are being detained at HV Ranch. The bench officers and the Probation Department has met to re-endorse the standing order when the count is over capacity in JH. The court agrees to review each case, and it is up to us [Probation Department] under the court order issued to bring kids for review -- which is being done; The count is taken seriously. Detention Diversion Advocacy Program (DDAP) is also working in conjunction with Melinda Mills and supervisors of Intake to assist in lowering the count.

Q: What are the current staffing needs? A: We have not received the five (5) requisitions promised. The civil service rules require employment be offered to those on the eligibility list unless those on the list are not sufficient. We are certifying people on a temporary basis for JH. Q: Are the employees working back-to-back shifts? A: Overtime is not wide spread..we hope to avoid it. Economically on call employees are more cost effective. **Judge Gyemant:** Judge Dondero also determines the number of cases that are post jurisdiction and pre dispositional in an effort to cut down on the number of youth held in JH.

CPO: The count has been reduced by fifty (50) youths. Reductions are cyclical but they also reflect the departments efforts. Q: Due to the current staffing situation how would you assess safety? A: "...overworked employees are more of an issue than safety."

The **auditors** assigned to review the Probation Department did not perform an investigation. The auditors/consultants were not a management tool. {dialogue, unclear of the auditors roles}; The JJC submitted a letter requesting an interim **strip search** policy be instituted opposing the performance of opposite gender searches. Policy and practice guidelines for an interim has been developed and are being reviewed by the City Attorneys Office. The interim policy will be made available by the end of the month. The department is in the process of arranging for the Police Department to have female officers available in the evening. This will ensure another incident will not occur. A report on the strip search has been completed with distribution guidelines. Requests for the report should be forwarded to the City Attorney Office. (JJC members expressed frustration of not having a strip search policy previously and the message the search sends to youth).

Action item-Motion: The Chair will prepare a letter to the City Attorneys Office and request a copy of the report. S/C.

VI. CHAIR REPORT:

Members should plan to attend the **reception** for Kimiko Burton the new Director of the Mayors Criminal Justice Council.

A **Spring Retreat** is planned for May 4, 1996. There will not be any training during the retreat from Youth Law Center. The Chair will prepare the retreat agenda and suggestions may be submitted.

Facilities Committee- Gary Harrington, Committee Chair: The committee investigates issues and policies as it relates to the overall operation of JH, HV and LCRS, including overcrowding concerns and staff shortage issues. Incident reports are reviewed and problem areas are discussed with the department in a Liaison meeting held monthly. Incident reports for March reflected fewer incidents, which may attributed to the decreased population. An annual inspection of the facilities will be postponed due to members participation in other investigations. *The Committee will review the following issues:* meeting w/various departments prior to inspections, undocumented youths and the detention facility in Santa Rosa,

Court/Wardship-Steve Cohn, Committee Chair: Court/Wardship committee handles issues related to youth who are declared Wards of the Court and those assigned to out-of-home placement. Examining youths placed in SF., understanding the group home process, the Probation Department responsibilities including communication between the two areas are focuses of the committee. The committee has concentrated for the past few months, on the youth who committed suicide (12/95). An estimated time frame for a completed report [suicide report] is tentatively 6 weeks.

Remaining issues:

- The time frame appears to be lengthy (many interviews are necessary);
- Will the report lengthy preparation time allow the JJC to participate in public policy issues?
- The report process: Issuance of a preliminary report vs. a final report only;

Action item-Motion: The Court/Wardship Committee will issue an INTERNAL preliminary report on the suicide investigation by April 18-CALLED FOR THE QUESTION no opposition-M/C

Court/Ward committee will be visiting San Francisco group homes (602 youths) in the next few weeks.

VII. NEW BUSINESS:

- The Administrators' position and title -(referred to executive committee);
- The Media and the JJC: Members should refer media inquires to the Chair;

VIII. OLD BUSINESS: Thabit Mtambuzi, Director of SPY: Strip search policy does exist between Special Programs for Youth and the Probation Department.

IX. PUBLIC COMMENTS: Amiee Exnicios-Home Detention for Youth

X. ADJOURNMENT: 6:25 p.m.

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING June 6, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Hale *
Cohn	Harlan
Cowan	Harrington*
Bates Creel	Moon
Dupre	Pavlenko*
Elizalde	Willis

Yolanda Bell {JJC Administrator}

Commissioners Absent:

Goldner, Vadas, Rodriguez

Introduction of Guest:

Lark Thomas - Teenage Pregnancy & Parent Project

Kimiko Burton - Mayors Criminal Justice Council

League of Women Voters

Jake Smith

Reporters} The Recorder Legal Newspaper

San Francisco Chronicle

Juvenile Court/Probation Department staff present:

Presiding Judge Ina L. Gyemant

Chief P.O. Flowers

III. APPROVAL of MINUTES: M/S/C the minutes of May 1996 be approved as mailed;

IV. JUDGES CORNER/Ina L. Gyemant, Presiding Judge:

Youth Drug Court is in the 2nd phase of a long process a methodical approach. However, Youth Drug Court implementation is targeted for Spring 1997.

V. CHIEF PROBATION OFFICERS REPORT/ CPO:

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Adopted General Meeting Minutes

June 6, 1996

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(Q=are JJC members A=CPO response)

Hidden Valley is open but unoccupied...youth have returned to Juvenile Hall. B1 has re-opened. Hidden Valley staff is equivalent to one unit. Q: What are the changes pending in the girls unit? A: B1 will be converted to a girls unit; G2 will become an assessment unit and RU will remain the receiving unit. Q: According to the incident reports there were several suicidal gestures made by minors. These minors were placed on Q5. What is JH (Juvenile Hall) doing to monitor the behaviors of the youth? A: When suicidal behavior is observed SPY (Special Programs for Youths) is called. SPY then assesses the youth making the decisions. All questions regarding the medical procedures regarding suicidal ideology should be directed to SPY. {an extensive dialogue regarding the suicidal ideology ---CPO Flowers agreed to look into the matter including what type of gowns are given to youth during the suicidal watch.} Q: What's the staffing status? A: Requisitions are being filled. Thirteen counselors are needed.

- VI. PRESENTATION:** Lark Thomas, Sr. Case Manager of **Teenage Pregnancy and Parent Project (TAPP)**-TAPP which has been in existence for approx. 14 years provides case management services to pregnant and parenting teens. Their services are aimed at both young ladies and men. TAPP locates community resources which accommodate the needs of pregnant teens. Such services may include prenatal for the young women, practical services, including daycare and schools. TAPP operates a pregnant school program and has had more than 100 young women enrolled. Additional TAPP programs include: the T-Rap program which is a prevention program; Case managers and peer counseling discuss pregnancy prevention issues at the middle and high school levels to facilitate by teens.

Besides mentoring young mothers, TAPP has resources for young fathers as well. The fathers are provided with similar services and resources as young women, including employment, relationship issues and a prevention program for young men encouraging sexual responsibility. This program is directed by case managers and includes peer counselors. Q: What type of assistance is provided regarding substance abuse? A: Substance abuse issues are discussed with both young men & women, and they are encouraged to abstain from abuse. However, actual substance abuse issues are referred to other agencies. TAPP has recently developed a relationship with SPY and has plans for a referral system.

Kimiko Burton, **Director Mayors Criminal Justice Council**-Highlighted concerns from the Mayors Office:

-The Mayor is committed to youth, ending the "revolving door cycle" to include treatment for youth and prevention; some ideas include more interaction from the **Probation Department** with youths, including **Community Based Organizations**; Accountability for CBO's remain an issue; grant requests to MCJC are monitored including obtaining approval

for a work plan which will also be monitored; CBO's are de-funded for non-compliance; the **Police Departments** has had a general order allowing them to **cite juveniles** for several years. No new policy has been created, police officers were reminded of their discretion;

Q: The directive was issued during overcrowding at JH was this a coincidence? **A:** The Mayor is concerned about the overcrowding issues and has spoken to the CPO. The issue became out of hand initiated by the media. A keener look will be taken at the detention criteria. A citation does not mean that the case goes away; severe crimes do not receive citations but they [youths] are taken into custody. **Comment:** Often a case may be discharged through San Francisco Youth Court who receives case citations cases both from San Francisco and San Mateo. approx. 50 cases per month. The jurors consist of youths who hear matters regarding, vandalism, petty theft, simple batteries. **Q:** What is the Mayors vision as it relates to Juvenile Justice in San Francisco? **A:** More intervention, fewer youth in the juvenile justice system, treatment for youths, education and early prevention for youth.

VII. COMMITTEE REPORTS:

Facilities Committee -Gary Harrington, Chair: Commissioner Elizalde was Incident Report Reviewer for May and noticed three (3) **suicidal gestures**. The committee has requested disposition of the youths for a follow-up. A **counselor used excessive force** on a youth this weekend and the counselor has been suspended pending an investigation. A **strip search policy** [per CPO Flowers] has been approved though the JJC has not received a copy of the policy. Harrington will review the strip search report in the CPOs' office. Mtambuzi of SPY will be speaking at the Facilities meeting on June 13th. All members are encouraged to attend. Court/Wardship Committee- Steve Cohn, Chair: Besides the breach of confidentiality the suicide investigation has proceeded on time. Members from other committees has contributed to the investigation. **Recommendation: Other commission members should review the report prior to being issued to the full Commission.**

VIII. CHAIR REPORT Anson Moon: A meeting is scheduled with the Chair, Vice-Chair and the Presiding Judge monthly to discuss issues. A summary of the meeting will be distributed to all commissioners.

IX. PUBLIC COMMENTS:

Don Chan, unaware that the JPC and JJC has an adversarial relationship;
Michael Fuller, expressed his opinion about the suicide investigation and the JJC process;

X. ADJOURNMENT: 5:45 Closed Executive Session



Binder

JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

July 11, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioner Present:

Adlo-Robinson	Elizalde*
Cohn	Harlan
Cowan	Harrington
Dupre	Moon
Willis	Pavlenko*
{Yolanda Bell, JJC Administrator}	

Commissioners Excused:

Bates Creel
Rodriguez
Goldner

Commissioners Absent:

Vadas
Hale

Juvenile Court/Probation Department staff present:

Chief PO Edgar Flowers
Assistant Chief Probation Officer Rudy Smith
Donald Toomer, Principal Woodside Learning Center

Introduction of Guests:

Michael Fuller
Don Chan

III. APPROVAL of MINUTES: M/S/C that the minutes of June 6, 1996 be approved as mailed;

IV. CHIEF PROBATION OFFICER Flowers REPORT:

Today's count is 122 detainees in Juvenile Hall (JH). During the month of June there was 250 admissions of boys and 47 girls totaling 372 boys and 71 girls at JH. The end of the month

population for the boys were 102 and for girls 20. {discussion regarding the population report distributed by the CPO}. **LCRS update:** Johnny Miller is doing a great job at LCRS. He [Johnny Miller] accompanied ten (10) boys including approx. thirty family members on a camping trip for the weekend to a Boys Scout camp. Testimonies from youth and their families spoke about the trip and how they benefited from the experience during the Juvenile Probation Commission (JPC) meeting.

Q: Has a strip search policy been developed? **A:** No strip search policy exists but the staff has been given a directive not to strip any persons in the presence of the opposite sex.¹; The directive states no male shall be present [during a female strip search]². A arrangement has been made with the police department when there is not a sufficient number of women on duty, the police department will send female officers to assist with female strip searches. **Q:** What is the difference between a policy and directive? **A:** A directive is an order from the CPO for males not be present, though it is not in the policy and procedures manuel; **followed an extensive dialogue** *The JJC decided it will review the policies and procedures manuel, addressing these issues at the next Liaison meeting.*

Q: Does the JH use ACA or the State standards manuel? **A:** Though the manuel may reflect ACA standards it is a JH manuel. The manuel is in the process of being updated, however, the process is time consuming and very lengthy.

V. WOODSIDE LEARNING CENTER Donald Toomer: Principal Toomer distributed the summer school schedule for JH students and a literary magazine. The magazine contains poems and essays written by detainees at JH & LCRS; this project is funded by Woodside Learning Center with assistance from the teachers at JH. **Comment:** S.F. State has a creative writing department which the youths may benefit from. Toomer will follow-up with this suggestion. JH summer school is in its' third week; summer school will be in session for five weeks instead of the normal six weeks and last six hours instead of four. Students will receive 7 1/2 units for the summer. The regular school year will begin in August instead of September. The summer program has been positive with the new teachers added to both LCRS and JH.

Q: How will the 7 1/2 units transfer into regular academic units when the youth leave JH? **A:** The units will follow the youths academic records. **Q:** Does LCRS offer Wood Shop for the detainees? **A:** No, woodshop was a hazard to detainees. **Q:** Are the computers operating in LCRS? **A:** Yes, with the exception of one computer. A computer lab will be coming soon

¹ a strip search policy was developed and has become part of the Policy and Procedures manual after this meeting.

² An incident occurred [January '95] when a detainee who refused to be processed and was strip searched with a male counselor present.

LCRS. Q: Is the computer lab in JH open? A: No- the computer lab has remained closed due to the construction in JH; it has been closed since April/May.

- VI. **CHAIR REPORT** Anson Moon: The **concept of smaller ad hoc committees**, discussed at the retreat will be pursued. The first of a series of committees will be an educational committee. A girls task force and a committee assigned to review health issues and programs are being discussed. Prior to developing the committee, members should prepare in writing an outline of the goals and objectives of the committee including, which members will participate.

Recommended Report Guidelines has been created and distributed by the Administrator. The guidelines will allow the JJC to establish a report and investigation process including organizing investigations/inspections, when reports will be issued, and how the findings and recommendations reported. Comments and suggestions about the report process should be forwarded to the Administrator. JJC members are eligible to attend **training classes** through the Probation Department which will assist them in their role as Commissioners. On August 10, 1996 the Youth Law Center will provide **inspection training** for all JJC members and those members interested on the JPC as well. This year the **Juvenile Justice Conference** organized by the Board of Corrections, will be held in Fresno during the month of October. Commissioner Cowan and others who attended last years conference recapped about the benefits of attending the Conference.

VII. **COMMITTEE REPORTS:**

Facilities Committee- Gary Harrington: Suicide ideation noted in the May - June incident reports are being followed up. The committee will review and follow-up why no strip search policy exist.

- VIII. **PUBLIC COMMENTS:** Michael Fuller (private citizen) expressed his opinions about the JJC suicide investigation process.

- IX. **ADJOURNMENT:** 5:45 Closed session 6:45

Binder



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

August 1, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Anson Moon (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson	Harrington
Cowan	Moon
Bates Creel	Pavlenko*
Dupre*	Vadas
Hale*	Willis

Yolanda Bell {JJC Administrator}

Commissioners Excused:

Cohn, Elizalde, Goldner, Harlan & Rodriguez

Juvenile Court/Probation Department staff present:

Presiding Judge Ina Gyemant

Chief PO Flowers

ACPO Rudy Smith

and any staff from probation

Guest Present:

Aimee Exnicios

Michael Fuller

Allen Jones

III. No APPROVAL of MINUTES

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge:

\$10,000.00 has been received for an ombudsmen through Superior Court. The Probation Department will match funds for this position through the ranches and camps budget if approved by the Juvenile Probation Commission-(JPC). The Ombudsman will perform duties both at YGC and at LCRS. The next step will require the JJC to prepare a profile for the Ombudsman. **Discussion:** The Ombudsman acted as an consultant for the department, the court and the JJC and can be defined as a problem solver. Previously, the Ombudsman would communicated concerns from detainees, with recommendations to the CPO and the Presiding Judge bringing "articulation to the grievance process". Non-profit organizations are available to perform as Ombudsman with monies from grants. **Recommendation: Form**

..jjc\meeting\genmtg. aug

a committee to review the Ombudsman position; Bates Creel volunteered to organize the committee.

Youth arrested on the weekend will be processed faster. Currently no D.A.'s are on duty during the weekend and youth are processed on the detention calendar in court usually on Wednesday. Starting September the Probation Department will have an additional Probation Officer on site for the weekends and a D.A. will be available either in YGC or at the Hall of Justice to review reports and decide on charges; the detention calendar will be on Monday & Friday afternoons. Some youth may be released a few days sooner. Q: What trends are you [Judge Gyemant] seeing in your court that the JJC needs to be aware of that are concerns to you...that the commission may be able to assist you? A: I am seeing more Asian gangs, serious allegations i.e home invasion, robberies & rapes and kidnaping w/assault. Judge Woolard will be invited to the next meeting perhaps trends may be discussed. Comments: Issues regarding placement, group home runaways and warrants will be referred to the Court/Wardship committee.

V.

CHIEF PROBATION OFFICERS REPORT-Ed Flowers CPO:

The count is going down. 106 youths are detained and all of the units have been opened since the remodeling including RU. The assessment unit will be open within two weeks. 65 youths are being detained in LCRS. The JPC membership is almost complete; three new members were sworn in today[including JJC member Damone Hale]. The Health Department has completed the inspection of JH during the weekend. A report is pending which will cite minor deficiencies (i.e. refrigerators in the units do not have thermometers, light bulbs, etc.). Staffing positions have been filled with the exception of four full time positions; on-call personnel are being utilized.

Comments: Girls undergarments and shoes do not accommodate large girls. Can clothing issues be examined? A: Both the director and assistant director of JH are women and are addressing this issue. A washer & dryer has been installed in G2 to alleviate the laundry issue. Comments: Closure of the computer room due to construction effected the summer school program. Is the computer room still closed? A: The computer room was closed due to construction, however, it has been re-opened though summer school has ended. An intermediate program is in progress until school re-opens in the fall. Q: What is the status of H.V.? A: There are no detainees in H.V. Comments: There has been an ongoing problem of mixing the girls. Are alternatives being considered for utilizing H.V. for girls? A: The Chief Probation Officers Association are looking for ways to collaborate with other counties to utilize H.V. not specifically for girls though the need is being discussed.

Comments: Privatizing H.V. & LCRS; A: There are no plans for privatization. Q: What process is used to evaluate Community Based Organizations (CBO's)? Is the MOU in place with SPY? Q: The MOU's are in the hands of the health department though meetings are ongoing with SPY. The CBO matter is before the JPC. Q: Has there been any collaboration

with the police department or CBO's to stream line the new approach on crime? **A:** The JPC is working on an overall plan to include the police department and community based organizations, unfortunately the JPC meetings has not had a quorum and have been unable to address this issue. **Comments:** The effects of crimes on victims. **A:** The plight of the victim is always taken into consideration. **Q:** Are there ways to track recidivism? **A:** I'll [CPO] look into the matter.

- VI. CHAIR REPORT** Commissioner Moon: Two ad hoc/committees have been formed including education which will be chaired by Commissioner Dupre. Dupre: An effort will continue to develop the rapport with the education department. Creel: Fact finding efforts have begun to evaluate closer the girls issues.

New committees:

Education
Dupre
Harrington
Moon

Girls Task Force
Creel
Willis
Adlo-Robinson
Pavlenko

Ombudsman
Creel
Dupre

VII. COMMITTEE REPORTS:

Facilities- Gary Harrington: A film about **date rape** written and produced by young women was introduced to the JJC by Youth Commissioner Andrea Rodriguez. The film was greatly attended on July 18th, in Woodside Learning Center and will be utilized as an education tool. The film was about 15 minutes in length which triggered discussions about the affects of date rape. **Contraband** in JH was reflected in the incident reports. **Discussion:** Gangs in JH. {follow-up at Liaison mtg}. **Facility inspection training** will be held on August 10. The policy addressing **strip searches** [during admission] has been added to the policy and procedures manual.

Suicide report-members verbalized their concerns about the report process and responsibilities to the protective order. Commissioner Adlo-Robinson expressed concerns of the breach of trust which may exist [among members], and where investigation tapes are located. **Motion:** As a result of Commissioner's Hale appointment to the JPC, a letter should be addressed to Commissioner Hale requesting any and all information concerning the suicide be returned to the JJC office, including the "red" notebook, office keys, etc. **S/C.** [It has since been clarified that Commissioner Hales is able to serve on both the JPC & the JJC]

- VIII. PUBLIC COMMENTS:** Michael Fuller expressed his opinions regarding contraband, gangs in JH; Aimee Exnicios discussed the possible ways contraband may enter JH, including problems with the weekend coverage in JH and programs for girls; Allen Jones expressed the need for a Chaplin in JH and the potential for a mass escape in the maximum security unit [B5].

- IX. ADJOURNED** 6:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

September 9, 1996

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Gary Harrington (Vice-Chair) at 4:12 p.m.

II. ROLL CALL: * arrived after roll was called

Commissioners Present:

Moon*	Adlo-Robinson
Bates-Creel	Cowan
Elizalde *	Harrington
Hale*	Vadas
Willis*	

Commissioners Excused:

Dupre	Cohn
Harlan	Goldner (leave of absence)
Pavlenko	

Commissioners Absent:

Rodriguez

Juvenile Court/Probation Department staff present:

Judge Charlotte Woolard (Department 30)
Court Commissioner Marvin Friedman (Department 29B)
Assistant Chief Probation Officer Rudy Smith
Yolanda Bell {JJC Administrator}

III. APPROVAL of MINUTES:M/S/C the minutes of August & July 1996 be approved as mailed.

IV. JUDGES CORNER/ Judge Woolard & Commissioner Marvin Friedman:

Judge Charlotte Woolard has been a Superior Court Judge since November 1995 and was appointed to the Municipal Court in 1993. Judge Woolard was a litigator in civil insurance for six years and in the District Attorneys office for six years as a prosecutor. Much of her work involved child abuse and sexual assault cases.

Marvin Friedman Court Commissioner worked for the Department of Social Services before becoming a Juvenile Probation Officer and he practiced law for approx. 24 years before

becoming a court commissioner nine (9) years ago. Commissioner Friedman has been at YGC for seven years.

Both department 29B and 30 hears the delinquency issues. Youths not on probation are seen in Commissioner Friedman's courtroom department 29B and youth on probation are seen in department 30. 707b offenders (cases that may be transferred to the adult jail) are heard in the courtroom of Presiding Judge-Dept. 29. The bench officers follow several criterias when deciding whether to detain a minor: a) protection of the minor, b) protection of the property of others, c) violation of the court order, d) attempts to escape (youths who were in custody previously) e) recommendations from the probation department.

Q: Are those minors who commit serious felonies detained-- aside from murder? **A:** The law states that every case regardless of the offense has to be considered on its individual circumstances. The seriousness of the offense weighs very heavy and as a practical matter (i.e. anyone who uses a weapon, causing injury, is likely to be detained.) The **home detention program** (Probation Department) allows a minor to be released under strict conditions. The minors have a 6p.m. curfew, must attend school regularly, counseling, etc. and they are monitors daily by the Probation Department. Other programs such as Detention, Diversion, Advocacy Program (DDAP) and Bayview Hunters Point assist the department by working in conjunction with the family; The court evaluates the minors' performance in the programs and determines whether the minor should be released.

Q: Is age a factor when determining whether to release a minor? **A:** Yes, including the academic records of the minor, family situation, the offense, attitude, and the Probation Departments' recommendation. The Probation Departments' recommendation is important for its their responsibility to speak to the minors' family, the judicial officers does not have the opportunity to speak to the minor or their families. Judicial officers depend in large part on the P.O.'s recommendation. **Q:** How did it happen that the youths who allegedly ganged raped the young lady in the Western Addition were released without being involved in the system? **A:** Judge Woolard: That is not true. They [the youths] were held initially and evaluated on a case by case basis and the youths were not immediately released. Each case was independently evaluated for the public's best interest and the best interest of the minor. Public safety is paramount.

Commissioner Friedman: Often the public is not aware that on many cases no petition is filed, no charges are filed, the evidence is insufficient so the court must weigh the information to see if the person has actually done what they are being accused of. **Commissioner Adlo Robinson:** This is the third gang rape in the African American community of a female where the accusers were released over the objections of the District Attorneys office and the victims or their families receive no support as they worked through the crisis. **A Serious Offender**

Program exists through the Probation Department which includes both serious offenders and sex offenders and has been very successful.

V. **PROBATION DEPARTMENT REPORT/ Rudy Smith ACPO:**

Q: How does overcrowding impacts which minors are held and /or released? **A:** We try to release as many minors as possible to keep the count down, keeping in mind there are repeat offenders. Parents/adults are responsible for returning the youths to court. Serious offenders regardless of the JH count are detained.

Q: Approx. 20% of the youth held in JH are due to placement failures. Can a contract be initiated between other agencies (i.e. Huckabee House) for those youth who are have experienced placement failures and awaiting placements? **A:** It's agreed that youths who have failed in placement should be awaiting somewhere else not JH; there are plans to discuss this further both here and in San Mateo County. **Comments:** Mental Health issues also contribute to the reasons of placement failures; the JJC should profile the youths who have failed in placement and why; other contributors of placement failures are seen in mixture of youth, no program structure and the lack of house management.

(out of sequence)

There is an ongoing investigation in the **embezzlement** that has taken place in the Probation Department; the alleged embezzler is in the Philippines and will be extradited to the U.S.

Q: Has there been an impact on services and where did the money come from? **A:** It came from a revolving budget distributed by the controllers office. The purpose of having the revolving fund allows P.O.'s to purchase items for the youths rather and has a limit of \$200.00. No interim CPO is in place and the only resignation in the department so far is CPO Flowers.

VI. **CHAIR REPORT:** Commissioner Vadas (U.S. District Attorney): The embezzlement that took place within the Probation Department is being investigated by U.S. District Attorneys Office. Commissioner Vadas recused himself from any matters regarding the embezzlement.

Facility inspections are beginning this month thru October 31st and will be divided by interest groups rather than articles. To avoid delaying the report all members are requested to meet with the Administrator following their inspection. This will allow findings and comments to be compiled expeditiously. Sections that are not completed timely may accompany a stand alone report. All members are requested to participate in the inspections. Inspection instruments and the Title 15 procedures were distributed.

VII. **PUBLIC COMMENTS:**

Michael Fuller, private citizen- commented on the issuance of the suicide report;
Aimee Exinicos, Non Resident Intake-commented on the audit of the Probation Department.

VIII. **ADJOURNMENT:** 5:40 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING January 9, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Rev. Dupre (Chair) at 4:05 p.m.

II. ROLL CALL:

All Commissioners were present except the following who were excused/absent:
Commissioner Cowan - excused

Commissioners Cohn, Harlan and Moon submit their resignations from the JJC effective 12/96. Commissioner Dupre Chair: Commissioner Cohn and Moon should be recognized for their participation on the Juvenile Justice Commission and accomplished the following under the leadership of Anson Moon (1996 JJC Chair) and Steve Cohn (Court/Wardship Committee Chair):

The JJC annual retreat was held in the Spring 1996; an investigation was initiated and completed which produced a report; several sub committees were created including the Girls Task Force, Education Committee & Ombudsman Task Force; A facility inspection training was held in the Summer of 1996-facilitated by Youth Law Center; a process was activated to cultivate better relationships with the Education Department; during the first six months of the year speakers from various agencies attended JJC meetings while making presentations, including District Attorney Hallinan, Kimko Burton-MCJC, Lark Thomas-Teenage Parenting Program(TAPP), Keith Choy-MCJC, Thabiti Mtambuzi, Director of SPY; A video screening about date rape was presented and viewed together with the Education Department.

Anson Moon: All of work was from members of the JJC. Thank you JJC members for giving your time..much more could be accomplished this year. **Steve Cohn:** It has been nine years on the JJC and I've enjoyed every minute....good luck to all JJC members.

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Chief Probation Officer Rudy Smith

Guests Present:

Leslie Goldberg-Examiner newspaper
Thabiti Mtambuzi, Director of SPY
Louise Minnick & Ginger Torres- Ombudsperson, Sheriffs' Department
Theresa Moore-Chronicle newspaper

III. CHAIR REPORT- Commissioner Timothy Dupre, Chair

Standing Committee Chairs for 1997:

[**Executive Committee** for all JJC officers and committee chairs will continue to meet the 3rd Thursday of each month @ 5:15.]

Facilities Committee meet the 2nd Thursday : Chair Commissioner Willis

Court/Wardship Committee meets the 4th Thursday : Chair Commissioner Harrington

Education TaskForce meets the 2nd Wednesday : Chair Commissioner Vadas

Ombudsman TaskForce meeting TBA: Chair Commissioner Bates Creel

Girls Task Force meeting 3rd Wednesday : Chair Commissioner Pavlenko

Liaison Committee >referred to the Executive Committee
{out of sequence}

JJC Vacancies: There are three vacancies on the board. The process for filling the vacancies will include a) Posting the notice of vacancies to various departments and agencies-by Administrator; b) Members of the JJC will review applications and resumes; c) Names of final candidates will be recommended to the presiding judge for appointment.

Media at JJC meetings. Theresa Moore, Chronicle and Leslie Goldberg, Examiner will be invited to attend the JJC General Meetings. Chair: Members of the JJC will not be censored when speaking to the media; However, members should avoid discussing confidential information with the media; in an effort to work with the Probation Department the Chair will advise the Department when a discussion will take place with members of the press, without being censored. [lengthy discussion regarding the JH-incidents recent article]; Commissioner Adlo-Robinson: "Some of the issues printed in the article about incident reports are very serious...the incident reports should have been an agenda item for the JJC". Further, the article did not discuss the staff at JH whom are doing a "commendable job". Comments: As a matter of courtesy the Chair should be contacted whenever a JJC member speaks to the press.

IV. PRESENTATION: Louise Minnick, Ombudsman Sheriffs Department

Ms. Minnick has been employed at the Sheriffs Department for nineteen years where she began and has served as the Ombudsman for the last five years. In this appointed position, she handles an inmate grievance system and is an advocate for the prisoners. She is also certified by the State of California to do training, setting up grievances etc. Ombudsman is a Swedish word for problem solver. Many institutions including hospitals, city offices, etc. utilizes Ombudsmen.

Every jail facility, that houses detainees is mandated by the Board of Corrections under Title 15 to operate a grievance system. Detainees have the right to put in grievances complaints related to their condition of confinement (i.e. my clothes are dirty, visits are

cut short, etc.); a written response is required by the department. The Sheriffs Department adheres to the Title 15 regulations.

Juvenile Hall needs a procedure that will work in the system. An Ombudsman can help by institutionalizing the role if everyone supports the Ombudsman it will serve as a benefit for everyone. **Detainees Benefits:** Detainees who are unhappy have the opportunity to complain it in an formal way, maybe solving the problem will reduce tensions as they feel someone is listening. Detainees will gain a sense of empowerment and control over their lives. **Administration/Management Benefits:** An Ombudsman can help create policies and procedures, providing a tracking method of certain grievances; Ombudsman services will keep the supervisory staff appraised of daily operations, which is critical in institutions thus allowing the line staff an alternative to solving problems including holding contract agencies accountable. It can also provide a way to keep statistics for the department on the grievances that occur, including minimizing lawsuits for the department by keeping good records and documentation.

A suggested way to utilize the money given to the JJC for the designated Ombudsman would be to expending the funds on someone who could design the policies and procedures, who would work with the Juvenile Probation Commission, interview youths and get cooperation from personnel in order for the Ombudsman position to be successful. Ginger Ingersol Torres, a third year law student in New College was introduced by Minnick. She assists Minnick and is willing to assist the JJC in developing the Ombudsman position. Ultimately a position could be created with funds from the City.

Q&A: Commissioner Adlo-Robinson-Can this information be submitted to the Ombudsman Task Force in a draft form? **A:** Yes. **Q:** Adlo-Robinson-the process appears to take a long time to do a research project. **A:** The project must be done correctly or it will fail, nevertheless, if the committee begins now it can work. **Creel:** If a member from the JPC and Probation Department team, up the work can begin immediately. The project needs specialized expertise. A proposal is necessary and the committee will work quickly before June [1997]. Student interns are available to help the JJC with the project and Minnick is committed to helping the JJC.

Motion/S: The Ombudsman Committee would like authorization to expend the \$10,000 designated by Superior Court to further develop the Ombudsman position including initiating the project with Minnick's office. Discussion: Commissioner Adlo-Robinson the parameters of the project should be presented in writing before the JJC moves on the motion. Commissioner Hale- Friendly Amendment to the Motion: Authorize the Executive Committee to develop the contract delineating the discussion; The JJC is in favor of an Ombudsman and the details could be worked out within the Executive Committee. Commissioner Harrington: The \$10,000 is for an Ombudsman; it appears

to have moved from an Ombudsperson to a feasibility study. Creel: The one-time \$10,000 is "seed" money. It is not a feasibility study but the project will help us develop the Ombudsman position. It allows both the Department and Commissions involved to work together and maybe approach the Board of Supervisors for additional money. Clarification on the intent of the Friendly Amendment was for the Executive Committee to develop a service contract so the JJC can begin to move on development of the policies and procedures without further action. **CALLED FOR THE QUESTION:** The motion the Executive Committee and the Ombudsman Task force will work with Minnick obtaining the necessary information to develop the plan of action prior to hiring an Ombudsman. Further discussion Adlo Robinson-Does the Judge/Court intend for the [Ombudsman] money to be utilized for a research project? The vote called for by raising hands: 9 Yeas 1-Nay Adlo-Robinson.

- VI. CHIEF PROBATION OFFICER REPORT Rudy Smith:** Smith feels positive about working with the JJC as well as the health department and everyone The Department is in the process of filling the vacant positions. **Q:** Has the department begun meeting with the various heads of other departments? **A:** Yes, by meeting with the department heads the lines of communication are opening; Director Thabiti Mtambuzi and CPO go through the units at least once per week. **Q:** Any thoughts or comments about the Ombudsman? **A:** In favor of the Ombudsman. It would benefit staff and the detainees and everyone should have input. Cheyenne Bell would be an excellent person to work with. In order for the department to become stronger it is important for everyone to work closer together. **Comments:** The Ombudsman Task Force should plan to work close with the CPO or his designee. **Q:** At Liaison you mentioned that a Samoan candidate was being considered as a P.O. **A:** Yes, it is correct that a Samoan candidate is being considered; the department does not have any Samoan speaking Probation Officer and it has been a large disadvantage. **Q:** Has language banks been considered? **A:** Yes, but it takes time and it is necessary to have someone on staff that can communicate with families.

- VII. JUDGES CORNER/Ina Gyemant, Presiding Judge** was not present due to a late trial and conflicting meeting in Santa Clara.

VIII. ANNOUNCEMENTS:

Commissioner Hale -On Wednesday Jan. 15th at 6:30 a few 7th and 8th grade youths from Martin Luther King Academic Middle School will be arguing an actual case presented before the Superior Court presided by Judge Martin Jenkins from Alameda County Juvenile Court. This case from Maryland, will discuss how a Hispanic student was denied a scholarship designed for African American students. Come support these youth at 850 Bryant Street; **Comments:** The JPC and JJC should be able to share meetings and ideas as it relates to the facility.

JJC Inspection Training: Commissioners Dupre, Creel, Vadas and the Administrator attended the Juvenile Justice Commission Inspection Training sponsored by the Board of Corrections held in Walnut Creek, December 1997. Highlights from that meeting include inspection techniques, the utilization of inspection forms, how inspections will focus on observing and reviewing community programs vs. actual facility issues. During the weekend the S.F. JJC had the opportunity to establish communications with nine Bay Area Commissions (i.e. Contra Costa County, Solano County, Napa County and Alameda County) a joint meeting is being planned.

IX. NEW BUSINESS:

Mayors' Children Plan and Delancy Street: Commissioner Hale-both of these plans have similarities. Delancy Street is charged with developing a master plan that address juvenile justice issues in San Francisco. The issues includes reviewing the physical plant, services provided to detainees and how they are delivered, etc. By March 14th Delancy Street is planning to produce a report outlining its plan. The Children Services Plan will look at issues facing all children within San Francisco. A coordination effort is being developed with service providers to maximize its efficiency. Chair: An invitation should be extended to Delancy Street, the Board of Corrections to attend future JJC meetings.

X. PUBLIC COMMENTS:

Don Chan: Why did a suicide conference happen two days after the last attempted suicide?

Is anyone looking at the mental and health issues of the youth? Chair response: The Facility Committee will examine the issues raised, reviewing the incident reports closer. Plans for the JJC this year will be follow-up, producing a management by objective Commission.

Miscellaneous Comments: Commissioner Hale-The JJC should respond to the recent suicide attempts and realize that the suicide policy is a solid and thorough policy; Commissioner Adlo-Robinson: A lengthy review of the incident reports over the past three months reflect a crisis in JH and the JJC should respond.

ADJOURNMENT: 6:15 p.m.

Nandor Vadas, Secretary
Juvenile Justice Commission



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 6, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Rev. Timothy Dupre (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan	Harrington*
Bates Creel	Pavlenko
Dupre	Rodriguez
Elizalde*	Vadas
Goldner	Willis
Hale	

Commissioners Excused/ Absent

Adlo Robinson-Excused

Juvenile Court/Probation Department staff present:

Yolanda Bell {JJC Administrator}
Judge Ina Gyemant, Presiding Judge of Juvenile Court
Rudy Smith, Interim Chief Probation Officer
Thabiti Mtambuzi, Director of SPY
Don Chan, Juvenile Probation Commission
Amiee Exnicios, Probation Department

Guest Present:

Delancy Street Foundation: Carol Kizziah, John Ridler and Abe Azari
Michael Fuller, Probation Officers Association (Juvenile)
Representative from the Japanese Youth Counsel

III. Ombudsman Project, Louise Minnick:

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 6, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Rev. Timothy Dupre (Chair) at 4:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan	Harrington*
Bates Creel	Pavlenko
Dupre	Rodriguez
Elizalde*	Vadas
Goldner	Willis
Hale	

Commissioners Excused/ Absent

Adlo Robinson-Excused

Juvenile Court/Probation Department staff present:

Yolanda Bell {JJC Administrator}
Judge Ina Gyemant, Presiding Judge of Juvenile Court
Rudy Smith, Interim Chief Probation Officer
Thabiti Mtambuzi, Director of SPY
Don Chan, Juvenile Probation Commission
Amiee Exnicios, Probation Department

Guest Present:

Delancy Street Foundation: Carol Kizziah, John Ridler and Abe Azari
Michael Fuller, Probation Officers Association (Juvenile)
Representative from the Japanese Youth Counsel

III. Ombudsman Project, Louise Minnick:

..jjc\meeting\genmtg

- VI. **CHIEF PROBATION OFFICER REPORT:** The count in JH is 106 and Log Cabin Ranch (LCRS) 46. The courts have been made aware that LCRS is under utilized and will consider sending youths scheduled for out of home placement to the Ranch. Q: Are you saying youth will go to LCRS instead of a group home to increase the numbers for LCRS? A: No, the court is considering LCRS for other reasons besides funding purposes. Comments: Perhaps a review of out-of-home placement failures should be reviewed. A: Yes, that issue will be looked at closer. Q: What about Hidden Valley? A: Hidden Valley is being considered for Regional Place for Girls. Regional usage would offer financial benefits if other counties are involved. Currently H.V. is being utilized for visiting. Q: Has the maintenance been completed at H.V.? A: No. Board of Corrections will begin inspecting JH on March 11 and 12th.

Action item- Motion: Approval of the annual Report of 1996 Juvenile Hall Inspection Report Discussion: All JJC members received a copy of the report and no correction or modifications are necessary. Second/Carried report approved.

- VI. **COMMITTEE REPORTS:** Facilities-Commissioner Willis, Chair: Log Cabin Ranch inspection dates are pending. The special [Education] committee is requested to participate in the LCRS inspection including all available members. Action item: Motion-Facilities Committee report adopted- S/C; Court/Wardship-Commissioner Harrington: Forms for group homes has been reviewed and revised for the upcoming group home inspections. A training session has been coordinated by the Administrator including extending an invitation to both Contra Costa and Alameda counties for participation. The committee plans to review the majority of the group homes by the summer. Motion-Court/Wardship Committee report adopted- S/C; Ombudsman report -Commissioner Creel, Chair: The Ombudsman project is in place however, extracting the funds to pay them is the next step in the process. A meeting is being planned with Superior Court, Finance Department; Motion-Ombudsman report adopted; S/C
Girls Task Force- Anna Pavlenko, Chair: A suggestion evolved from the Executive Committee includes the development of a forum for girl detainees; Comments-The girls are also not receiving exercise and this [ongoing] issue should be addressed; Motion-Girls Task Force report adopted; S/C.

- VII. **CHAIR REPORT** Commissioner Timothy Dupre;
There are two adult and one youth commissioner vacancies available; An interview / recruitment committee was developed during the February meeting; Goldner,



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING *April 3, 1997*

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre, Chair at 4:20 p.m.

II. **ROLL CALL:** * arrived after roll was call

Commissioners Present:

Cowan	Elizalde
Bates Creel	Willis
Dupre	Harrington*

Commissioners Excused/Absent

Adlo-Robinson (excused)	Pavlenko (excused)
Goldner	Rodriguez (excused)
Hale	Vadas (excused)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Rudy Smith, Chief Probation Officer
Thabiti Mtambuzi, SPY
Don Chan, JPC Secretary
Aimee Exnicios

Guest Present:

Genie Jones, Youth Project Coordinator- Western Addition
Rev. Earl Cormier
Ah Van Fong
Shelly Schick, Potrero Hill
Laurie Schaffier, S.F. Commission on the Status of Women

III. **NO Quorum for Approval of Minutes**

IV. **TREASURERS REPORT-** Commissioner Rose Willis: A meeting took place with Kate Harrison of Superior Court and Vice Chair, Commissioner Creel the following items were discussed. JJC members wishing to attend conferences should plan them within 60 days in advance, which allows the court to pay instead of waiting for reimbursement. Furniture for the JJC meeting room was ordered and will be received shortly. The meeting was productive and Treasurer and the Vice-Chair are applauded for attending the meeting with Kate Harrison.

Action item: The Chair presented Commissioner Cowan a sympathy card which was signed by the members present.

- V. **CHIEF PROBATION OFFICER REPORT-** The Juvenile Hall (JH) count 110 includes 92 boys and 18 girls; For the past 4-6 weeks JH has been under capacity which contributed to the reduction of overtime. The count at Log Cabin Ranch School (LCRS) is 47 and three young men are awaiting placement (at the time of the meeting). CPO Smith introduced Rev. Comier who will hold services in the B5 unit between 1-2:30 p.m. B5 is not allowed to attend services in the Chapel for security reasons.

Q & A Q: Has summer school been planned? A: Yes. Q: There are monolingual detainees at LCRS are there any teachers who are monolingual? A: No. There are not any bilingual detainees in LCRS. Q: What is the status of the vocation program and are youths being considered for jobs? A: Yes and they are being trained for jobs. Uncertain about the job placement status. The CPO will follow-up with Johnny Miller regarding the vocational program, the number of detainees involved in the program and the program status, providing a report for the JJC members. *{CPO and Director, Johnny Miller provided follow-up regarding the Vocational program to JJC members at the May, 1997 General Meeting}.*

VI. **COMMITTEE REPORTS:**

Court/Wardship Committee- Commissioner Harrington: Group home training will begin on April 8, 1997. Actual inspections are anticipated to be complete by the end of June. Chair: the Commission is being proactive by moving forward with group home training.

Ombudsman Report- Commissioner Creel: The Ombudsman project/team will be moving into the office allocated by the JJC (the team has moved at the time of these minutes); The Ombudsman team has assembled six (6) months of grievances and has met with members of the Probation Department Executive Team, Delancy Street and the Director of Juvenile Hall who has expressed satisfaction about their progress. Q: How will the Ombudsman Project report its findings to the JJC? A: Comprehensive reports will be done either by Minnick or her designee at future JJC meetings. A letter has been sent to Superior Court requesting \$10,000 to fund the Ombudsman project for 1997-98 fiscal years.

Confidentiality: Q: Has the confidentiality issues surrounding detainees been stressed to Ombudsman team? A: Yes they (Ombudsman Team) are completely aware of youth confidentiality issues and realizes that it is essential for grievances. Comments: CPO: the Department also emphasize the need for confidentiality as it relates to grievances including the court. Mtambuzi: Perhaps the JJC should prepare an oath of confidentiality for the Ombudsman Team.

Girls Task Force will present a report at the next JJC meeting; Chair: Requests members of the JJC to consider providing Girl detainees hearings in an effort to create communication between the JJC. Public comments: Laurie Schaffner A report was co-authored surrounding

girls in detention in San Francisco; Ms. Schaffner offered to make a presentation at the next Girls Task Force meeting.

VI. CLOSED EXECUTIVE SESSION 4:45 - 5:15 p.m.

VII. COMMITTEE REPORTS (cont'd)

Interview and screening committee conveyor is Commissioner Creel; Commissioners Willis, Harrington and Youth Commissioner Rodriguez. Ten adult candidates and three youths has submitted an application for JJC membership.

Youth Project Commissioner Creel- Requests the JJC to launch the Youth Project which has been in the planning stages for almost one year. Youth Commissioner Rodriguez has been proactive as a member of the JJC with her submission a film, and her input to the Facilities Committee as well as , assisting projects at her school, MacAteer High School. The Administrator has researched how other Commissions utilize their Youth members and the following projects and duties list were developed. Projects for youths includes attending meetings held by other agencies, reporting their observations to the JJC, speaking to youths at school about the JJC and more. The success of this projects will depend on the support and guidance of Adult Commissioners. An office for the Youth Project has also been designated which would be supervised by the Administrator. **RECOMMENDATION:** The Commission digest the proposed projects and duties list prior to the May General Meeting before a formal motion is made.

IX. CHAIR REPORT- The Chair was invited to speak at Youth Day sponsored by the Mayor's Youth Employment Program (MYEEB) as a representative of the JJC with Vice Chair Commissioner Shimkoo from the Juvenile Probation Commission

-The Administrator will obtain copies of the final report issued by Delancy Street for JJC members and Delancy Street will be invited to attend an upcoming JJC meeting to discuss the report and the grant status.

-The Youth Drug Court Coordinator selected by the presiding judge and Drug Court team will be invited to attend the next JJC meeting.

-The Chair will be attending an upcoming conference sponsored by the State Office of Criminal Justice Planning and will be scouting for funding for the JJC.

XI. PRESENTATION: Yvonne Frazier, Director S. F. Target Cities and Dr. Larry Meredith, Director of Substance Abuse Services

- This organization is federally funded through the San Francisco Health Department and its primary focus includes a comprehensive assessment, referral and placement of individuals into substance abuse treatment. Initially the program was geared towards adult services, though more recently, Target Cities (TC) has become involved with adolescents

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and young adult services. Adolescents and young adults are assessed then matched with treatment programs in their communities. Additional services include child care for parents that are involved in the project, 800 numbers for adolescents, pre-treatment services on site and more; TC also organizes special trainings of substance abuse for individuals involved with young adults and adolescents. Materials distributed to JJC members.

Q&A

Q: Does LCRS have access to TC services? A: Yes, Donald Sanders is assigned to LCRS daily. Comments: Wrap around services should be considered in conjunction with the Delancy Street proposal. **Dr. Meredith:** A full program needs to be implemented in LCRS, including a post incarceration, referral to provide a continuum of care. TC also provides training to persons interested in screening for substance abuse. Most nurses/gatekeepers are not trained to focus on substance abuse issues. A planning council reflecting the diversity of San Francisco to assist TC identify the strengths and weakness of the system, where are the unmet or inappropriately met needs over the next 2-3 years.

RECOMMENDATION: Invite both Yvonne Frazier and Dr. Meredith to return to the May General Meeting when the Presiding Judge, CPO, and other staff are present to digest the possibility of forming an interim substance abuse task force on the JJC. The possibilities would include holding a forum in JH, speaking to the youth about why they continue to recidivism to JH and LCRS. Including identifying what type of support/programs are needed.

- XI. NEW BUSINESS:** May 2, 1997 members of the Faith Community will be going to Log Cabin Ranch School in an effort to bring spirituality to the detainees. Comments: Approx. 3 months ago both Commissioners Creel and Dupre met with approx. 10-12 detainees. These young men openly discussed the issues they were facing and prayed with Commissioner Dupre..giving them a spiritual connection.
- XII. PUBLIC COMMENTS:** Malik Raheem, City Wide Tenants Association: The impact one strike has on parents in public housing; Aimee Exnicios, Probation Department: The best interest of the child.
- XIII. ADJOURNMENT:** 6:25 p.m.

NANDOR VADAS, JJC SECRETARY



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 5, 1997

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission called to order by Commission Chair, Rev. Timothy Dupre at 4:20 p.m.

II. **ROLL CALL:** * arrived after roll was call (full quorum at 4:40)

Commissioners Present:

Cowan	Hale*
Bates Creel	Vadas
Dupre	Willis*
Elizalde	
Goldner*	

Commissioners Excused/Absent

Adlo-Robinson (excused)
Harrington
Pavlenko
Rodriguez (excused)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Rudy Smith, Interim Chief Probation Officer
Johnny Miller, Director Log Cabin Ranch (LCRS)
Janet Medina, Director Juvenile Hall (JH)
Thabiti Mtambuzi, Director Special Programs for Youth (SPY)
Don Chan, Secretary JPC

Guest Present:

Judith Glendining, Board of Corrections
Yvonne Frazier, Target Cities
Margo Gibney, Drug Court Coordinator

III. **APPROVAL of MINUTES:** March and April minutes adopted as mailed.

IV. **PRESENTATION-Judith Glenninding Board of Corrections:**

The Board of Corrections inspects Juvenile Halls within California and provides training for Juvenile Justice Commissioners. The Board completed inspecting S.F. Juvenile Hall and a report of its findings are available. General outlook: the operation of JH is very impressive; the amount of programming is much greater than other facilities. The report issued by the JJC was utilized during the inspection and both [BOC & JJC] had similar findings. The Board counts on the JJC for inspections and their reports. Prior to the Board of Corrections performing

bi-annual inspections, the California Youth Authority performed inspections.

- A pre-inspection briefing was done prior to the physical inspection, alerting the facility of the Boards expectations. The pre-inspection briefing allows the facility 30-days to review its policies and procedures, making any necessary changes. An exit interview also takes place following the inspection. A corrective action plan for S.F. Juvenile Hall has been set for June 1997, allowing JH to comply with the Title 15 inspection standards. Staffing issues, overcrowding, classification of minors, security issues (i.e. key control) and grievances are the general issues addressed by the Board in the report.
- The Board of Corrections also reviews jails and lock-ups by examining an annual report submitted by CYA. The report is submitted to the Presiding Judge who may delegated the JJC to inspect the jail and lock-up facilities (inspection process information distributed). **Q & A:** Q: The booking procedures has changed. Allowing minors to be processed at YGC. Should the JJC still inspect jails and lock-ups? A: Whenever a jail/lock-up facility reports to CYA minors were held, either the Presiding Judge (or the JJC as assigned) are required to inspect those facilities. Though the JJC is designated to inspect facilities where youths are held for six (6) hours or more, the Judge has responsibilities over jails and lock-ups where youths are detained regardless of the length of time. The last jail/lock-up inspection performed by the JJC was in 1994. The Juvenile Justice Act funding is jeopardized if inspections are not performed. Q: Is there a deadline for completing inspections? A: Yes they should be completed by December 1997. Q: Please clarify how California receives 8million dollars in federal funds. A: The funds are received from the Juvenile Justice Act which was passed in 1978. It's primary function removing minors from jails/lock-ups. Two primary things are considered: ensuring minors are not illegally held in jail and minors are not kept in custody for more than 6 hours; if more than six hours it is logged it must be explained; Also 601 minors are not mingled with 602's
- Q: Why was a minor committed to JH during the week of inspection? A-Janet Medina, Director of JH: The judge committed a minor to JH not to LCRS for approximately 4 months, which required new policies and procedures special assessment has been performed while the minor remains detained and is being monitored.

The Board of Corrections planning committee are planning training's for next year which will include technical assistance, group home training's etc. for Commissioners.

V. DRUG COURT COORDINATOR, Margo Gibney:

The coordinator gave an overview of the program which is still being developed. Community contacts are also being made including Delancy Street.

VI. PROBATION DEPARTMENT, Rudy Smith, Interim Chief:

The Juvenile Hall count is 127 which includes 104 males and 23 females. There

are 48 detainees at Log Cabin Ranch School (LCRS). Staff is working at keeping the count low and detaining the more serious offenders. A new intake process has been developed. Q: Has anyone reviewed whether detainees has re-offended while out of custody as a result of the new intake process? A: Yes, youths released today may be back within a month for violation of the program, affecting the JH count though the percentages are very low.

Q: The Board of Corrections report reflects a lack of fire clearance. When will fire clearances be received for JH? How serious is JH out of compliance? A: The problem is being worked on. JH is out of compliance though it is not overly dangerous. Comments-Medina: The report reflects JH is out of compliance six times. However, these items have been brought into compliance except two. The pull stations and fire doors which were installed without a final inspection and minors are not at risk. These items created a non-compliance and the minors are not at risk. The JJC is unaware JH has not received fire clearances.

Johnny Miller, Director of LCRS: Q: Are vocational training programs continuing at LCRS and what is the success rate of employment after leaving the Ranch? A: The Horticulture program still exists and a contract was obtained a contract with the City of Pacifica. Other programs are being considered including adding orchids to the Horticulture program. Unfortunately, in September 1996 many programs were discontinued because personal contracts had to be developed with instructors. CPO Comments: The reason programs were cut were a result of the embezzlement. New programs will be added soon.

The demographic break-down of the 48 detainees in LCRS including percentages are 23 African-Americans (54%), 16 Asians/Pacific Islanders (24%) 7 Hispanics (18%) 1 Native American (0.2%) 1 Caucasian (0.2%). Q: Are all of the Hispanics able to read & write English? A: Yes, except one who is monolingual who can not read English. All of the Asians/Pacific Islanders are English speaking. The monoginual youth is not assigned to a bilingual counselor and on Saturdays Horizons Unlimited meets with the youth, however this matter should be addressed with the School Department. Q: How is the youth progressing is he matriculating? A: Unknown. Q: Could an agreement be developed with the School Department to include an ESL component to avoid youths from being locked out of the educational program? A: The Probation Department is willing to work with Woodside and these concerns were addressed with both the Principal and Susan Wong, Unified School District. Comments: Perhaps Independent Living Skills could be utilized at LCRS as well as apprenticeship programs.

VII. PRESENTATIONS:

Ombudsman Project, Louise Minnik: Senior Counselors and Supervisors has been interviewed for the report. Policies, procedures, consent decree and other documents will be evaluated for input to the report. Grievances are "a mess" including the forms and the response to youths. Many of the grievances were not actual grievances but requests (i.e. may I have a blanket?). Determining another system besides the grievances may need to be evaluated. Developing the same

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policy at LCRS should be utilized JH for consistency. A final report will be issued at the JJC June 5th meeting. Determining funding sources will be the next phase in the Ombudsman project.

Target Cities-Yvonne Frazier, Director: This program is a project of the Department of Public Health Community substance abuse services. Target Cities is very interested in working with the JJC to develop ideas on servicing youths. Target Cities will be hosting a conference on substance abuse and treatment..the date TBA; *Discussion:* substance abuse treatment programs, interdiscipline training is available, the utilization of program profiles for laypersons (specific details re: Target City see April General Minutes). Comments: Interim Chief Rudy Smith and Johnny Miller, Director of LCRS support the efforts of Target Cities and welcomes their ideas/input. Distribution of documents.

VIII. ANNOUNCEMENTS: Dr. Andrew Mecca, Director of California Department of Alcohol and Drug Programs will be speaking at the Faith Initiative at LCRS.

IX. ADJOURNMENT: 6:25 Closed Session.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING June 5, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre, Chair at 4:21p.m. Quorum at 4:23 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-RobinsonRodriguez

Cowan Harrington*

Bates Creel Vadas

Dupre Willis

Goldner

Hale*

Commissioners Excused/Absent

Elizalde

Pavlenko

Juvenile Court/Probation Department staff present

Yolanda Bell, JJC Administrator

Judge Ina Gyemantnot in attendance (in trial)

Rudy Smith, Interim Chief Probation Officer

Donald Toomer, Woodside Court School

Norman Cole, Building and Grounds Superintendent

Thabiti Mtambuzi, Special Programs for Youth

Johnny Miller, Director of Log Cabin Ranch School (LCRS)

Donald Sanders, Director, Substance Abuse Program

Janet Medina, Director Juvenile Hall (JH)

Guest Present:

Anh Van Phan, (private citizen)

III. OMBUDSMAN REPORT, Louise Minnick

The Ombudsman project prepared and distributed a draft report to Interim Chief Rudy Smith, Johnny Miller, Director Log Cabin Ranch and Janet Medina, Director Juvenile Hall. The report is extensive, including interviews from detainees in Juvenile Hall (JH). It is hoped that the report will assist the department in developing a program at YGC, bringing JH & LCRS into compliance with Board of Corrections standards. The JJC and the Probation Department will agree on how to move forward. Policies, procedures and funding a full time Ombudsman are the next phase of concerns. The Ombudsman team will continue supporting the department and agrees to train staff on grievance issues and assist with the development of grievance policies and procedures for both JH and LCRS.

The JJC extends a heartfelt thanks to the Ombudsman team for developing the report

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and for making the Ombudsman position a reality. Timothy Dupre, Chair will prepare a letter of thanks to the Sheriffs Department for the assistance of Louise Minnick.

Action item-motion: Accept the [drafted] Ombudsman project report as submitted by Louise Minnick; S/C.

Ombudsman Taskforce members: Commissioners Creel, Adlo-Robinson, Hale and Cowan. The charge: locate funding for the Ombudsman position, developing plans to work with the Probation Department.

IV. CHIEF PROBATION OFFICER REPORT

The count has been very high 134 detainees; 101 males and 33 females. A contributing factor to the high count is due to out-of-home placement failures. Q: How are girls housed and are they double bunking? A: Some girls are housed in RU and G2 and double bunking is occurring.

V. Presentation: Donald Sanders, Substance Abuse Counselor at LCRS

The LCR Substance Abuse Program was developed in 1986 as a result of the number of youths entering the system with substance abuse problems. Youths are referred to the substance program by the court, LCRS Director, counselors or staff. Once assessed a treatment plan is developed for the minor. The services which make the program successful are in place at LCRS (i.e. vocational, education, etc.) indicating LCRS IS ahead of its time. The treatment plan is designed much like school (i.e. freshman, sophomore, junior, senior) and continues until the youth is a senior. Prior to leaving the facility, a linkage is formed between the correctional facility, and the treatment community forming a continuum of care for the youth.

The family component is also included in the Substance Abuse program complimenting the LCR program. Q: Who tests for positive urinalysis? A: If it is suspected that drugs are involved during a visit, urinalysis is performed through a lab in Redwood City. Determining if a youth has a substance abuse problem is initially determined when admitted to JH. There are currently 30 detainees in the substance abuse program. Q: Who initiates the urinalysis in JH? A-T. Mtambuzi: The urinalysis is initiated by court order. Q: Who is providing after-care presently? A: After-care is provided by JH. When funding for the substance abuse program was discontinued after-care or monitors were no longer available at LCRS. It should be noted that after-care is essential in LCRS. Q: What is the estimate of the fifty (50) youths at LCRS who has abused alcohol or other substances? Including the selling of drugs? A: All fifty of the young men has been involved in drugs and/or alcohol. About 40-50% attempt to sell drugs.

VI. Norman Cole, Superintendent Building and Grounds: The fire safety certificate has not been issued because the general contractor is unable to get the sub-contractor to program the three remaining devices. As a result the building is not certified by the Fire Marshal and the City is liable if anything occurs. Q: When will the W buildings be painted. A: The high contents of lead in the W buildings including the lack of funding has slowed the painting process. **Action item-recommendation:** a) The JJC will prepare a letter requesting the City Attorney expedite the issues between the contractors. b) The JJC will also prepare a letter to the Juvenile Probation Commission regarding the painting project and the status of lead in the W buildings.

VII. COMMITTEE REPORTS:

Court/Wardship Committee Gary Harrington, Chair

The committee completed the comprehensive group home training by visiting two group homes on May 26. With the assistance of Richard Bell, Department of Human Services members of the committee including the Administrator inspected the group homes. Actual inspections of group homes will begin during the summer.

Action item-motion: meeting extended for 18 minutes S/C.

Girls Task Force Alexis Goldner, Chair

A meeting took place between Commissioner Goldner and Janet Medina, JH Director.

The classification system is being improved for the females. Reiterate: the objective for the task force is to review issues faced by females, giving them an opportunity to voice how they view their needs (i.e. the quality of clothing). Further the task force should make plans to re-evaluate the programs currently in place per the inspection. Additional concerns include the literature available to the girls.

Action item-motion: meeting extended until 6:30 S/C.

Facility Committee Rose Willis Committee Chair & JJC Treasurer:

Budget procedures were requested from Kate Harrison, Budget Analysis of Superior Court. Currently no procedures are in place for training meetings, refreshments, etc.

Incident report reviewer, Damone Hale: Both Commissioners Dupre and Hale received reports of an incident which took place in B5 involving a counselor and a minor including a minor who attempted suicide. Both incidents involved the same minor. The documentation received from SPY was much better than in the past. Though the minor was released he was also being monitored; one of the JJC's goal was to question the treatment plan designed for the minor. Other issues involve laundry and assaults which has decreased. Suicide ideation, gestures and attempts are also down.

VI. ANNOUNCEMENTS: A graduation celebration will be held in the JJC office for Youth Commissioner Rodriguez.

VII. ADJOURNMENT: 6:35 p.m.



NANDOR VADAS, SECRETARY



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING July 10, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Rev. Timothy Dupre, Chair at 4:23 p.m.

II. ROLL CALL:* arrived after roll was call

Commissioners Present:

Bates-Creel

Dupre

Goldner

Pavlenko

Willis

Commissioners Excused/Absent:

Adlo-Robinson

Cowan -excused

Elizalde

Hale-excused

Harrington

Rodriguez-excused

Vadas

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator

Ina Gyemant Supervising Judge of Juvenile Court

Judy Griffin, Assistant Chief Probation Officer

Johnny Miller, Director LCRS

Donald Toomer, Woodside Learning Center

Amiee Exnicos, Probation Officer

Michael Wheeler, Ombudsman Project

Guest Present:

Robert Price

James Jackson

John Knox

III. No Quorum for Minutes Approval

IV. Presentation- Focus Vocational Program:

A background of the Vocational Program at Log Cabin Ranch School (LCRS) and the evolution of the vocation program was detailed by James Jackson. A multi-approach is used in the vocational program including working with the Substance Abuse Counselor,

VI. The CHIEF PROBATION OFFICER REPORT, Judy Griffin, Assistant Chief Probation Officer.

- The count is high due to a large percentage of youth in JH; many youths [detainees] have mental health problems and limited placement is available, thereby increasing JH's count.
- A few requisitions has been released by the Mayors Office allowing for additional positions in the Probation Department.
- No new details regarding the Mayors Juvenile Justice Plan.
- Fire Clearance-the contractors performed the work which was inspected by the fire marshal. A verbal fire clearance has been passed for JH as a result of the letter sent by the JJC to City Attorney Louise Renne.
- LCRS count is 50 with a capacity of 84. Q: Is a collaborative being considered with other counties who would pay for bed space? A: In the past, contracts were considered, however, other counties has opened their own ranches and our older ranch is not high on the list. A discussion is being planned to make LCRS more appealing including inquiring why bench officers do not sentence more youth to the facility.
- An Assessment Unit has been developed. This coed unit will open August 14 and will include less sophisticated girls and boys...a new look in JH.
Ms. Griffin will be missed when she retires August 1997

VII. CHAIR REPORT, Rev. Timothy Dupre: Committee Chairs are urged to complete the goals and objective forms for the past six months including goals for remainder of the year. These forms are to be submitted to the Administrator asap.

COMMITTEE REPORTS update for the past six months:

- Girls Task Force, Commissioner Goldner, Chair: A meeting took place w/Janet Medina a dinner w/the girls is being planned including a hearing to listen to girls issues.
- Facilities committee, Commissioner Willis, Chair: This past year the Administrator has moved to the JJC office and new furniture has been added; additionally a meeting was held w/LCRS, Probation Department and Woodside Learning Center in an effort to resolve a confidential matter... the resolution was successful; suicide incidents in JH are continually monitored; the incident of a counselor's misconduct was also investigated.
- Ombudsman report, Commissioner Creel, Chair: A final report has been completed however, a few sections need to be edited before it's released. The goals of the committee include obtaining funding for the Ombudsman position. The release of the report will be voted on in the August 1997 meeting

VIII. ADJOURNMENT: 6:35 (Closed Session)

NANDOR VADAS, SECRETARY



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING October 2, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre at 4:30 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan	Bates Creel
Dupre	Hale
Phan	Williams *
Willis	

Commissioners Excused/Absent

Adlo-RobinsonRodriguez	
Elizalde (excused)	Vadas
Goldner	Harrington(excused)
Konaris	Pavlenko (excused)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Donald Toomer, Principle Woodside Learning Center
Janet Medina, Director Juvenile Hall
Terry Twang, P.O.
Amiee Exnicos, Supervisor
Gabriel Maldonado, P.O.
Don Chan, Probation Commission

Guest Present:

Louise Minnick, Sheriffs Department Yulanda Williams, S.F.P.D/S.F. Youth Court
Michael Wheeler, Ombudsman Calvina Willliams, Exec. Director-S.F. Youth Court
Michael Fuller, Criminologist

III. NO QUROM FOR APPROVAL of MINUTES

CHAIR COMMENTS: Good news has been received from Delancy Street. Dr. Mimi Silbert notified the JJC that Delancy Street Foundation through the Mayors Criminal Justice Council will fund the Ombudsman position. The Chair will contact Kimko Burton at MCJC regarding the status of the funding. The JJC is excited about the Ombudsman position becoming a reality from hard work.

New Business:

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-The Chair will be attending a conference on "Male Violence" held in New Orleans next week;

-A training has been arranged for new JJC members on October 3 @ 5:30 p.m.

-The Board of Corrections annual training will occur on October 17-18 and space is available for 8 members. The training benefit will include an opportunity to collaborate with Commissioners from other counties.

-A Barbecue for girls spearheaded by Commissioner Willis is being planned and remains in the discussion stage while the new CPO becomes acclimated and logistical problems are smoothed out, the JJC anticipates hosting the barbecue within the next thirty (30) days. The focus of the barbecue is to hear from the girls in JH to discuss their concerns. *(at the adoption of these minutes the Girls event has been rescheduled to Dec. 11, 1997 from 7-9 p.m)*

V. PRESENTATION: San Francisco YOUTH COURTS, INC.Calvina Williams, Executive Director and Yulanda Williams (unrelated), S.F.P.D.: S.F. Youth Court began in 1988 and operates as a "regular" court with youth serving as jurors to their peers. The jurors are trained through the District Attorneys Office. The Youth Court receives cases through the Unified School District, Probation Department and SF Police Department. Youths and their families are educated about crime during family preservation day held quarterly. Commissioner Damone Hale serves as judge for SF Youth Courts and Rev. Tim Dupre also participates with the organization. SF Youth Courts will be hosting a fund-raiser at the Lorraine Hansberry Theater on October 25 1997.

VI. OMBUDSMAN Summary, Michael Wheeler, Ombudsman: Thanks the JJC for renewing the contract for the Ombudsman position through December 1997. New forms including action requests were updated; both staff and detainees responded positively to the forms. These forms and grievance procedures be implemented at LCRS. Wheeler distributed August & September statistics. Interns assisting the Ombudsman program are students in the criminal justice program at SF State.

VII. COMMITTEE REPORTS
Treasurers comments: On September 18, 1997 the Executive Committee including other JJC members met with the CEO, and Fiscal Analyst of Superior Court. This successful meeting resulted in per diems being reinstated for JJC members. Each member will receive \$25.00 twice per month for meeting attendance. Members should give the Administrator their social security numbers and the per diem will be retroactive from July 1997. Another meeting with the Superior Court will occur in October per their request. The Superior recognizes the JJC an independent body and observed its recent changes that extend beyond inspections.

VIII. CHIEF PROBATION OFFICER REPORT Recently appointed Chief Probation Officer Jessie Williams introduced to JJC members. CPO Williams is "thrilled about being in San Francisco". He hopes to accomplish positive results among residents and staff in the Probation Department and looks forward to working in a partnership with the JJC. His career began twenty eight (28) years ago as a Probation Officer in Baltimore and believes it is possible to have public safety. An obligation of the Probation Department

includes accountability and public safety to ensure juvenile offenders have an opportunity for success. Chief Williams recognizes the challenge and looks forward to placing Juvenile Justice issues in the forefront in San Francisco—modeling how serving youth should be done.

Questions from JJC members: Will you work with existing staff? Are replacements expected? CPO: While no decisions have been made, a general feeling will be gathered after being around for a while. He anticipates doing much listening and learning while reserving the right to make decisions down the road. Q: Traditionally, the JJC has had a Liaison meeting with the CPO and it is hopeful these meetings will continue. The Liaison meeting is an informal meeting with the JJC members and the CPO. CPO: A Liaison meeting w/JJC members seems reasonable as well as attending monthly general meetings...unable to commit to every meeting but fostering open dialogue is encouraged. Comments included JJC mandate, background, roles and previously relationship with Probation Department.

IX. PUBLIC COMMENTS:

Michael Fuller: Historical insight on meeting per diems for JJC members.

Donald Toomer, Principal Woodside Learning Center: requests to be placed on November agenda.

Amiee Exnicios, Non Resident Supervisor

X. ADJOURNMENT: 6:00 closed session



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

DECEMBER 4, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre, Chair @ 4:29 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners present

Adlo-Robinson	Goldner
Cowan	Pavlenko*
Creel	Rodriguez
Dupre	Willis

Commissioners Excused/Absent

Elizalde -(e)

Hale

Konaris

Phan -(e)

Williams -(e)

Juvenile Court/Probation Department staff present:

Yolanda J. Bell, Administrator

Ina L. Gyemant, Presiding Judge of Juvenile Court

Juvenile Probation Department and Woodside Learning Center Department managers were not present.

Amiee Exnicios, Supervisor Non Resident Intake

Don Chan, Juvenile Probation Commission

Guest Present:

Kelly Dearman, City Attorneys Office

Michael Fuller, Probation Department Association

CHAIR COMMENTS-Commissioner Dupre Chair highlighted the 1997 accomplishments of the Juvenile Justice Commission (see attached).

V. JUDGES CORNER/Ina Gyemant, Presiding Judge: Youth Treatment Education Court (Y-TEC) first client entered the program which has been operating for two

weeks. More funding has been received for Y-TEC. Judge Gyemant will be leaving Youth Guidance Center during the month of January and Judge Donna Hitchens will supervise Family Courts which also include delinquency court. The Dependency Court will move to the new Courthouse and remaining furniture at 633 Folsom is available for the Juvenile Justice Commission Offices. *Chair Dupre:* The JJC extends sympathy to Judge Gyemant in the loss of her mother and regrets her leaving Youth Guidance Center.

VI. COMMITTEE REPORTS.

Facilities Committee Commissioner Willis, Chair:

- A list has been distributed to all members reflecting holding cells requiring annual inspections per Judge Gyemant and the Board of Corrections; the inspections should be completed prior to the end of the year; it was recommended that inspection are performed prior to 2 p.m. Inspection forms are available from the Administrator.
- The girls gathering event is planned for girls in both G1 and the coed units on **December 11** between 7-9 p.m. Commissioner Dupre will donate a cake, and Commissioner Willis and the Administrator will donate the gifts for this event. Contributions are accepted for the youth detained in Juvenile Hall.

Court Wardship Committee, Commissioner Pavlenko: inspections of several group home were completed and a report is forthcoming.

Youth Speaks, Andrea Rodriguez Youth Commissioner: David Igniceno from Y0 publications would like to attend an upcoming JJC meeting. Chair Dupre asked the youth members to attend the S.F. Youth Commission meetings in 1998 and meet with other Youth Commissioners in the Bay Area.

Ombudsman report: the Ombudsman distributed November statistics and was asked to attend facilities committee meetings; discussion about the Ombudsman's role in suicidal attempts and follow-up procedures for JH; and how the Ombudsman plans to communicate information to the JJC.

Nominating committee-recommended slate: **Chair**-Commissioner Dupre (*2nd Term*), **Vice Chair**-Commissioner Creel (*2nd Term*), **Secretary**-Commissioner Pavlenko, **Treasurer**- Commissioner Willis (*2nd Term*). Slate accepted as recommended **Motion S & C**. *Discussion:* At-large members roles and history. **Motion:** elimination of the at-large functions and removal of at-large roles from the bylaws. Called for the question yes= Commissioners Dupre, Willis, Adlo-Robinson, Pavlenko; nay=Creel and Cowan.

Action items-Motion: Youth commissioners attendance at the executive committee meetings.

Point of clarification-should the nominating committee and bylaws committee include the same members?

Discussion the amendment of the bylaws; how to have more members at General meetings and Executive Committee meetings;

Chair Dupre read a letter from Commissioner Harrington who resigned. A letter will be sent to Commissioner Harrington thanking him for his service and commitment to the JJC.

Motion: meeting extended as needed **S/C.**

Motion: recommendation that meeting times change from 4 p.m. to 5 p.m.

motion tabled until January.

Motion: suspend rules for the January meeting permitting the meeting time to change. **S/C.** Opposed-Commissioner Adlo-Robinson

VII. CHAIR REPORT:

- **1997 retreat**, was successful and included plans for 1998, developing member relationships, discussing household issues, etc. Reflections from Commissioners Pavlenko, Adlo-Robinson and others enjoyed the retreat emphasizing commonalties in members private lives and how support should be extended to JJC members;
- **Legislation** about the Tanif funding is forthcoming.
Out of order Motion: housekeeping items held over to the Executive Committee meeting in January 1998. Friendly amendment-housekeeping items tabled until January general meeting agenda and discussed before reports.

VIII. PUBLIC COMMENTS:

Michael Fuller, Probation Department Association: expressed his feelings about the return Judge Hitchens to YGC. He also stated his concerns regarding the conditions at YGC, the JJC charter and the JJC relationship with Superior Court. **Amiee Exnicios**-echoed Mr. Fuller's concerns and addressed concerns regarding confidentiality issues and the reopening of Hidden Valley Ranch for girls.

IX. ANNOUNCEMENTS:

- upcoming Rites of passage (December 12th)
- Delancy Street has applied for a charter school

X. ADJOURNMENT: at 7: 30 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING January 8, 1998

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Rev. Timothy Dupre Chair at 5:15 p.m..

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson

Creel

Hale

Cowan

Phan

Dupre

Williams

Elizalde

Willis*

Goldner

Commissioners Excused/Absent

Pavlenko -e

Rodriguez -e

Vadas -a

Konaris -a

III. Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator

Ina L. Gyemant-Presiding Judge of Juvenile Court

Jesse Williams, CPO

Michael Wheeler, Ombudsman

Louise Minnick, Ombudsman Sheriff's Department

Don Chan, Juvenile Probation Commission

Guest Present:

Youth Making a Change (YMAC)

Interfaith Network for Community Help, Stewart Wobber(INCH)

Michael Fuller, Probation Officers Association

IV. JUDGES CORNER/Ina Gyemant, Presiding Judge

Youth Drug Court (Y-TEC) began in November 1997. Four youth are in the program and two others are under consideration. The drug court numbers have not increasing due to the federal funding the program receives which stipulates against minors arrested for offenses involving violence (i.e. a fight at school resulting in a misdemeanor 242). Minors previously arrested for a violent offense previously dismissed would be disqualified for the drug court program. Additional funding is being sought which would allow others into the drug court program. Overall the program is working well and drug court participants are monitored through curfew calls, and urinalysis. Participants who fail their curfew or

Adopted Minutes General Meeting

January 8, 1998

urinalysis may be required to attend additional Narcotics Anonymous meetings (NA) or receive detention in Juvenile Hall for the weekend. Y-TEC is designed to emphasize drug behavior modification.

Q: Is the goal total abstinence or hone reduction? A: Total abstinence is the goal as well as making the minor(s) aware they have options. Q: What is the future of the program since Judge Gyemant will be returning downtown? A: Judge Gyemant will continue her involvement with drug court and January 9th will be her last day. Judge Hitchens will be the supervising judge for Family Court. Q: Are youth who use drugs on school campuses without committing a crime able to participate in drug court? A: No. The court does not have jurisdiction over youth who are not in trouble.

V. OMBUDSMAN REPORT, Louise Minnick Sheriff Department:

Michael Wheeler, the Ombudsman prepared a year-end analysis of the grievance program including statistics. The Board of Correction has concerns about the wording and the response time in the grievance policy; Grievance training is scheduled during the months of January and February. 39% of the grievances were related to staff and discipline. The Ombudsman position will be funded by the Mayors Office of Criminal Justice and has also been added to Juvenile Probation Department budget.

VI. PRESENTATION: Youth Making a Change (YMAC)

Youth Making a Change is a youth mentor program in the Mission District who speak in various neighborhoods about issues facing San Francisco youth.

A component of YMAC is Youth Vote. Youth vote offers an opportunity for youth to express their ideas about legislative issues and is supported in sixteen high schools. YMAC youth discussed the S10 law which concerns youth. The S10 law is a pending proposition affecting youth who cut school and will allow the police to arrest minors, holding them for approximately fourteen days in adult jails. YMAC discussed the impact of this proposition including the need to understand why youths "run away" from their homes and the types of problems faced by youth in and outside of their residents. The S-10 law does not discuss hand gun issues nor the accessibility or prevention of hand-guns. YMAC urged citizens to contact Senators Boxer and Feinstein to voice concerns about the S-10 bill. YMAC discussed the need for a mandatory system allowing police officers to mentor or volunteer youth in varied capacities.

Q: What types of programs would help youth? A: Job programs offering work training and programs gearing youth towards employment in local government offices; educating youth early about political issues; training youth on the operation of modern technology (i.e. computers, web sites etc.) equipping them for employment opportunities; after school sites for youths that provide safe and fun activities. The presenters from YMAC were students from Thurgood Marshall and Philip Burton High Schools.

Q: What types of drugs attract youth? A: Marijuana, inhalers, chamo (gasoline) are the types of drugs youth are involved in. Currently none of the high schools offer drug education.

PRESENTATION: Stewart Wobber, Interfaith Network for Community Help (INCH): A group of congregations in San Mateo County collaborated with other

Adopted Minutes General Meeting
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congregations to work with the youth in Log Cabin Ranch School (LCRS). Inch provides bible study on Thursdays and holidays to detainees at LCRS. The purpose of the bible study teaches moral value while showing detainees how their lives can be changed. Other faiths are encouraged to participate as a volunteer to the bible study. "Gods word is being used because it is proven to work".

A new program is currently being developed to include individual counseling, and computers. A technical instructor will educate the youth in various computer operations and software. INCH has also provided tools for the carpentry program. Q: Will computers be available after hours? A: Yes. The computer program will be exciting and the tech person will instruct detainees on how to use the computers.

INCH is also in the process of developing an aftercare program in various neighborhoods which will offer support for recently released detainees. INCH does not receive any government support but relies on grants and donations.

VII. CHIEF PROBATION OFFICER REPORT:

Chief Jesse Williams highlighted aspects of the Tanif funding. A public forum will take place (1/9/98) allowing providers to discuss their views and submit ideas where funding should be placed. The intent is to target programs beginning the 4th quarter of 1998. Q: Will new ideas be considered? In the past new service providers with new ideas were not considered. A: This meeting is designed to discuss service gaps not particular programs. An example of a new program may include: how to structure a program for female detainees in JH. Although there is a criteria for the rfp's A program structure may not come from only one provider. *Discussion issues:* The process designed for new ideas limit the number of participants due to the language in the rfp i.e. proven track record, how will new participants be encouraged to apply? the programs are usually developed by the same participants limiting the number of new ideas are issues the Probation Department will exam during the Tanif funding process.

VIII. ADJOURNMENT: closed session @ 7:20 p.m.


Anna Pavlenko, JJC Secretary



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION MEETING

ANNOUNCEMENT

The next Juvenile Justice Commission Monthly General Meeting is **Thursday, February 5, 1998** at Youth Guidance Center in the **Main Conference Room** located on the second floor.

The meeting will begin at **5:00 p.m.** Members of the public and departments are invited to attend. Please call {415} 753-7756 to receive an advance agenda.

Please find Minutes from the November and December 1997 General Meetings for your review.

.meeting\announce



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING NOVEMBER 6, 1997

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Rev. Timothy Dupre, Chair at 4:21 p.m.

II. ROLL CALL: * arrived after roll was called

Commissioners Present:

Adlo-Robinson	Pavlenko
Dupre	Van Phan
Goldner	Rodriguez
Hale*	Williams
Konaris*	Willis*

Harrington

Commissioners Excused

Cowan

Bates Creel

Elizalde

Juvenile Court/Probation Department staff:

Yolanda Bell, JJC Administrator

Margo Gibney, Drug Court Program Director

Jessie Williams, CPO

Donald Toomer, Principal Woodside Learning Ctr.

Amiee Exnicos, Supervisor

Michael Wheeler, Ombudsman

III. APPROVAL of MINUTES: *Action item-motion:* approval of August & October minutes as mailed S/C.

IV. PRESENTATION: Margo Gibney, Program Director

Youth Drug Court name has been changed to Youth Treatment Education Court reflecting a high priority placed on literacy. for Y-TEC a pre-adjudicated program has received referrals to the program which are geared towards youth in the middle population with no violent offenses. The day treatment program, located at Special Programs for Youth (SPY) begins from 1-6 p.m.. CBO's working with YTEC provide pieces to the internal program and allow youths within the third phase to work in internships three days per week. At this time no formal funding has been received for this component of the program.

Q: Is Y-TEC a coed program? What is the collaboration with SPY? A: Y-TEC is committed to including females. Youths do not have to be arrested, selling, or using to be part of the program, although an assessment will be completed to determine youths eligibility; Waldon House is the largest collaborator, providing the core of substance abuse treatment with minimum and maximum treatment plans. Paulette Solt is the Probation Officer assigned to Drug Court. Twenty-five youths are expected to enter the Y-TEC program within the first year. Y-TEC also hopes by phase three all participants are able to read and write at grade level, they are connected with support structures within their communities and on a career/educational track.

V. CHIEF PROBATION OFFICER REPORT

Chief William's highlighted how the past 36 days included an update about concerns and issues. Meetings are scheduled to identify the lack of networks, service voids, in an effort to realistically plan, executive action. Creating a Probation Department "second to none." A series of staff meetings occurred at both Log Cabin Ranch School and Juvenile Hall, including a walk through the Hidden Valley Ranch facilities. Chief Williams is aware of the Delancy Street Action Plan. He has also visited several communities and spoke to residents of public housing who were/are part of the juvenile justice system.

A day long retreat is being planned with managers to share the CPO/Probation Departments vision and expectations during the next three years, which include budget plans, action plans and spending plans for hiring additional personnel. The Probation Department has received additional resources through Tanif funding and will determining how to best utilize the funding through community based organizations.

VI. WOODSIDE LEARNING CENTER, Donald Toomer-Principle:

Mr. Toomer distributed the school schedule currently utilized at Log Cabin Ranch School (LCRS). Block programming, Pre-GED and GED classes are apart of the program changes at LCRS. Character Education have been added to LCRS circullum, developed by Susan Wong, address conflict resolutions issues, parenting concerns and the needs of the students beyond academics. The block concept has been added and include smaller classes and team teaching. Seven students have successfully passed their GED exams. The goals of Woodside include preparing students to attend a regular school at San Francisco once leaving LCRS.

Commissioner Goldner-members of the JJC visited LCRS several weeks ago and were very disturbed by the lack of organization within the class rooms, the computer lab was "chaotic" many students were playing computer games and it appeared other students were not receiving a quality education. Further several students were more academically sophisticated than other students. **Response-Mr. Toomer:** The lab was disorganized but that has been changed and more computers have been added. "Previous mistakes were addressed and things will be better."

JJC members discussed the following areas: new computers for LCRS, the physical structure at LCRS, medical services for detainees on the weekends, motivating the detainees at LCRS to reach for higher academic standards (i.e. college, vocational school, etc.), community outreach at LCRS,

VII. CHAIR REPORT, Rev. Timothy Dupre:

- Commissioner Dupre, Chair attended the Mayors Criminal Justice Council meeting and ensured the JJC was placed on the mailing list for future meetings.
- JJC member per diems will be retroactive beginning July 1997; all member should see the Administrator with their social security numbers to receive meeting per diems.
- Incident report reviewer- a review of the incident reports during the past two months reflects four suicide attempts; the JH staff responded appropriately.

VIII. Committee Reports:

Action item: Meeting extended to 6:30 p.m. S/C

Youth Commissioners Speak Out: Youth Commissioners Rodriguez and Konaris have been busy reviewing the YO paper distribution. Commissioner Rodriguez researched the YO magazine distribution to detainees, identified how detainees at both LCRS and JH may contribute to "The Beat Within" magazine as well as information about workshops sponsored by YO magazine at YGC, LCRS and Alameda County. Commissioner Rodriguez also reported that YGC detainees would like to read diverse magazines and paperback books. The books/magazines may be contributed to the JJC office and will be distributed by the Youth Commissioners. It was also reported that the detainees welcome /*/**-visits from JJC members in a non official capacity. Chair: The Youth Commissioners are requested to contact the Chair of S.F. Youth Commission requesting a representative to attend future meetings. The Youth Commissioners are applauded for their research about the YO magazine distribution.

The Youth Commissioners with the assistance of the Administrator are planning to attend meetings with Youth Commissioners in Alameda County to discuss issues and develop ideas/projects.

Action item: Meeting extended to 6:30 p.m. S/C

Ombudsman report-Michael Wheeler: Distributed October statistics, thirty-three grievances are qualified under Title 15. Mr. Wheeler discussed it appears grievances are increasing as a result of the awareness of the grievance program, not a decline in JH conditions.

Facility Committee-Commissioner Willis: LCRS inspections are complete, all members who participated in the inspections should see the Administrator with their findings; the Chair has been assigned to review the religion and personnel components of the inspection. **Girls gathering** is being planned for December 11th. JJC members are requested to participate in this event.

JJC -Retreat (November 22nd): Commissioner Pavlenko continues to follow-up with retreat locations. **Nominating Committee members:** Commissioners Adlo-Robinson, Willis, Pavlenko and Goldner.

IX. ADJOURNMENT: 6:45 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING February 5, 1998

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Georgia Creel, Vice Chair at 5:25 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan	Pavlenko*
Creel	Van Phan
Dupre*	Willis*
Hale	

Commissioners Excused/Absent

Adlo-Robinson-e	Konaris
Elizalde-e	Rodriguez- e
Goldner	
Williams-e	

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Chief Probation Officer Jesse Williams

Guest Present:

Ian & Eric Phan, Commissioner Van Phan sons
Y-TEC (formerly Youth Drug Court) Yasmin Sayyed, Margo Gibney
Michael Fuller, Probation Officers Association

III. YOUTH TREATMENT EDUCATION COURT Dr. Yasmin Sayyed, Program

Director (Y-TEC formerly Youth Drug Court) Dr. Sayyed the program director for YTEC also teaches an Afrocentric parenting class for UCSF- Mount Zion's Violence Prevention Program and feels strongly that attitude and intention are major components in working with youth. One of Y-TEC's goal is to create an environment in which youth begin to understand that they are more than their offenses, that they can learn from their errors and know that there's life after difficult times. The Y-TEC schedule was distributed. The program is a three phase, nine month program with a three month aftercare component. The arts has been added to the program creating a therapeutic setting for participants.

Q: is the Y-TEC staff primarily African American? Are the participants limited to English speaking only? **A:** The staff is racially/ethnically mixed; core staff members are Margot Gibney, Malik Edwards and Yasmin Sayyed. Initially there were more Latino participants than African Americans. We've had a participant who were more fluent in Spanish than English and three monolingual Spanish speaking families. Interpreters are provided for families as needed. The program is systematic as it focuses on the reasons why youth take drugs. Phase 1 of the program focuses primarily on the discovery/rediscovery of the

youth and his/her ability to express feelings perceptions, core issues, etc; youth go to court weekly are urinalysis tested randomly throughout the phase substance abuse group is six weeks. Phase II youth are encouraged to participate more in the community and focus on vocational skills development. They go to court twice per month and are urinalysis tested randomly; relapse prevention and process groups are five weeks. Phase III youth are encouraged to have community based internship. They go to court one per monthly, utilize community based internships and are tested randomly. Parents are also involved throughout the program with monthly family night meetings. Special Programs for Youth (SPY) provides individual and family therapy for participants and their families on an as needed basis.

Dr. Sayyed also discussed how Y-TEC is connected the Delancy Street Action Plan, the target population for Y-TEC, after care and how referrals are made. Chair: Y-TEC correlates to the reorganization and components of the Action Plan. Y-TEC was invited to attend JJC meetings regularly.

IV. PROBATION REPORT-Chief Probation Officer, Jesse Williams

-A spending plan has been developed for the current fiscal year. Prior to implementing the spending plan it must be approved through the Juvenile Probation Commission-Finance Committee, the Mayors Office and the Board of Supervisors. Approval of the spending plan will fill the current vacancies.

-The count in Juvenile Hall is 125. JH has been at or below the 132 maximum capacity. JH population has been difficult due to the number of mental health problems faced by the minors. SPY has been actively involved with these minors. Log Cabin Ranch (LCR) population is 49. Due to the storms the access roads were blocked and power was out and was eventually restored. Classes has resumed but were Initially canceled when teachers could not get to the ranch due to the storm. Johnny Miller, Director and the LCR staff were very proactive in maintaining the ranch, including clearing out the roads etc.

-Upcoming events include a follow-up to the TANIF meeting; a general staff meeting is planned to introduce the Assistant Chief Probation Officer who will assume her role eof March 1998.

-A draft policy on key control is being developed and includes physical safe guarding and accounting of keys. Q: will the key control policy affect LCR as well? A: No the policy will focus on JH due to the amount of people and traffic an more opportunities for incidents. Ultimately it will carry over to LCR.

Chief Williams further commented about restorative justice[Action Plan] which should include the sharing of information and philosophies. The Probation Department will have a pivotal role in the Action Plan. Q: Is any singularly entity aware of all the components of the juvenile justice system which would eliminate duplications? A: Yes, in regard that the global action plan went through a process that shared alot of information, identified some needs and developed a proposed structure which is designed to intervene early. No, because more questions exist and a range of things that involves the Juvenile Probation Department including our role beyond the [Action] plan. *Discussion regarding the action plan, how the Juv. Probation Department will be impacted.*

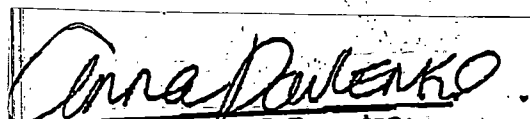
Chair: Has a meeting occurred with the painters union resulting in anything positive? A: Yes, a union representative walked through the facility but no actual dates when painting

will begin-- hopefully in March. The Chair discussed his hopes for a relationship between the painters union and the Department will develop, possibly creating apprenticeship programs for LCR detainees.

Public Comments-Michael Fuller, Probation Officer Association commented about Restorative Justice. Fuller stated the goal should be to teach the youth about their options, building on their [youths] strengths showing them what they have on the inside to make good decisions. The Action Plan does not address these issues. His comments were addressed to both Chief Williams and Dr. Sayyed (Y-TEC).

Miscellaneous comments(JJC members): Chief Williams is commended for attempting to empower the staff; the Action Plan has some positive aspects and it is anticipated more input will be gathered to assist in its' success; several communities have not been targeted in the Action Plan and feel left out...they are not hopeful or optimistic; the control group and treatment group are concerns for S.F. residents as well as the charter school Delancy Street will be operating;

- V. JUDGES CORNER/Donna Hitchens, Family Court Supervising Judge had a scheduling conflict and was not present.
- VI. CHAIR REPORT, Rev. Timothy Dupre:Two vacancies are open on the JJC are positions previously held by Commissioners Vadas and Harrington; Recommendation the Administrator will post the announcements; and attempts will be made to target specific ethnic groups not represented on the JJC.
-Kimko Burton, MCJC will be contacted regarding clarification of the Ombudsman position.
- VII. COMMITTEE REPORTS
Facilities report: Commissioner Hale reported he inspected all ten (10) jails. *Action item motion:* Move to make an one time exception allowing Commissioner Hale to complete the jail inspections alone. S/C.
- VIII. NEW BUSINESS:
- Commissioner Van Phan requests his son receive school credit to assist with various JJC (non confidential) projects. Clarification of this project will be discussed at Executive Committee and with Administrator. *Action item Motion* JJC will support and sign necessary documents supporting projects completed by Ian Phan as it relates to the JJC. S/C.
 - The JJC will invite Delancy Street to attend the April General Meeting.
 - The Executive Committee will develop the plans for the girls hearing to address girls issues. The hearing is to be announced later.
- IX. ADJOURNMENT: 7:45 p.m.


Anna Pavlenko, JJC Secretary



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 5, 1998

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chair, Rev. Timothy Dupre at 5:25 p.m.

II. ROLL CALL: * arrived after roll call Commissioners Present

Adlo-Robinson	Goldner
Cowan	Konaris
Bates Creel	Rodriguez
Dupre	Phan
Elizalde	Willis

Commissioners Excused/ Absent

Hale -e
Pavlenko
Williams

Juvenile Court/Probation Department staff present:

Donna Hitchens, Presiding Judge of Family Court
Jesse Williams, Chief Probation Officer,
Aimee Exnicios, Supervisor, Non Resident Intake

Guest Present:

Joyce Miller, Juvenile Delinquency Prevention Commission

III. APPROVAL of January and February MINUTES as mailed

- Adlo-Robinson: Thanked Commissioner Hale for completing the jail inspections as reflected on the February minutes however, his completion of the jail inspections alone did not allow other members of the board to participate in the jail inspections process. The JJC bylaws reflects members should perform inspections as a team although it was approved by motion for one time only Commissioner Hale was allowed to complete the jail inspections solo.
- Potential conflict of interest regarding Commissioner Hale roles with both JJC and JPC;

Juvenile Justice Commission Adopted Minutes
General Meeting March 5, 1998

the community on probation. Proposals in response to the RFP are due March 26th. A consortium of providers are required to participate in the RFP process.

- The process was designed to maximize services in a way that is more inclusive vs. exclusive benefiting females detained in JH. The successful bidder will start providing services on May 1st...which is doable on a 14th month contract with TANIF funds. The amount for the current fiscal year (for the RFP) is approximately \$32,000.00 and \$200,000 for fiscal 1998-99. There is a committee designed to review and grade the applications will include youth representatives, organizations who are not apart of the bidding consortium and others including the Probation Commission, Juvenile Hall, Juvenile Probation Staff and S.F. Youth Commission (not confirmed). Chief Williams decided not to request the JJC's participation in the RFP process...although members will be involved in the "open process". *A lengthy discussion ensued surrounding the RFP process including, funding for the RFP, how original discussions of girls issues began in JJC meetings several years ago, and how JJC members felt being excluded from the RFP process.*
- Probation Department Fiscal Budget-was given to JJC Chair Commissioner Dupre. Most of the service expansion (i.e. positions, equipment and administrative support) will come from TANIF funding for 1998-99. In the City and County general funds the budget requests a 14% . The turnover rate will be reduced from 10% to 4%. The budget process includes discussions with the controller and mayor before approval. Chief Williams asked the JJC to review the budget, preparing any pertinent questions. Juvenile Probation staff including management and line staff will have an opportunity to discuss the budget during an upcoming meeting.
- Supplemental appropriation request-connected to TANIF funding has been submitted; if approved, the supplemental request will permit the department to move programs forward and hire additional staff. The JJC will review the Probation Department budget, preparing questions during the next Executive Meeting.
- Miscellaneous: There were 132 youths detained in Juvenile Hall as of March 5th including 24 boys in the B5 unit; a revised policy and procedure manual is pending for both JH and LCRS. Hidden Valley will not be re-opened. The Department of Public Works assessed the condition of Hidden Valley and cited it would need numerous repairs to bring it up to code. Although Hidden Valley Ranch will not re-open many options remain on how to best generate revenue and services at Hidden Valley. Operational Structure of the Action Plan has developed two programs since January 1998. The Safe Haven Project located in the Joseph Lee Recreation Center provides an after school program in the Bayview/Hunters Point area. Community Assessment and Rehab Center located at Goldengate and Levenworth, has also opened as a diversionary program for youth between 12 and 17 years old. Chief Williams agreed follow-up with the Mayors Criminal Justice Council (MCJC) regarding funding for the Ombudsman program.

VI. CHAIR REPORT [Committee Reports]:

Court/Wardship Committee-is planning to review group homes and noticed out-of-home placements do not have a comprehensive identification (i.e. photo id's or fingerprints)



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 2, 1998

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Rev. Timothy Dupre 5:20 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson* Williams*
Cowan Willis
Hale*
Konaris

Commissioners Excused/Absent

Creel (e) Elizalde (a)
Goldner (e) Rodriguez (e)
Pavlenko (e) Van Phan (e)

Juvenile Court/Probation Department staff present:

Yolanda J. Bell, JJC Administrator
Chief Probation Officer-Jesse Williams
Amiee Exnios, Non Resident Intake

Guest Present:

Tony Creel, Alameda County Community Network Coordinator
Michael Fuller, Probation Officers Association
Whitney Robinson III

III. APPROVAL of March MINUTES:as mailed

IV. CHAIR DISCUSSION

- a) The Chair reviewed correspondence received from the Probation Officers Association (POA) regarding Juvenile Probation Commission (JPC) vacancies. The letter addressed to Mayor Brown, requests participation in the evaluation process of JPC candidates. One of the JPC vacancies is designated to Superior Court. The Juvenile Justice Commission also has three vacancies for membership. The POA will submit resumes and / or names of candidates interested in JJC positions.
- b) Summary-Board of Corrections Training (Legalities and Liabilities for Commissioners)
A training took place in San Juan Bautista on March 26 Commissioners Willis,

Creel and JJC Administrator Yolanda Bell attended the training. Commissioner Willis informed the members of the pending legislation affecting juveniles such as AB1212, the rights of Commissioners, including differences between other Commissions in California. Ms. Bell summarized information received about Commissioner liabilities, the differences between JJC & JJ/DP Commissions including the benefits of networking with other Commissions. During the training, Commissioners from other counties shared their various screening methods for selecting candidates. The annual CPPCA Conference is scheduled for September 23rd - 26th which will provide additional training opportunities for JJC members.

V. PRESENTATION, Tony Crear, Alameda County Community Network Coordinator:

Mr. Crear discussed the need to have youth programs available beyond 5 p.m. and how his organization meet with members of Community Based Organizations for learning purposes. Alameda County previously set aside a day, to determine what programs existed in the communities and how to create cohesiveness, and gain a sense of youths in each community. As a result a monthly forum was developed which includes between forty to sixty CBO's. Mr. Crear also spoke about Youth Bill an apprenticeship program. The program trains approximately twenty youth on probation. Once the program is completed employment opportunities are secured for program participants. Alameda County Juvenile Probation Programs has also received support from corporate sponsors.

Mr. Crear summarized that programs must be innovative for youth and that dialogue is critical for implementing new programs. The RYSE Program is another innovative program recently added to the Juvenile Probation Department for girls in Alameda County; an addition to the maximum security unit to the facility, including a full time volunteer recruiter and mentor services. Other projects includes the Juvenile Justice Connection Project which donates glasses and eye exams for detained minors. Mr. Crear emphasized how effective programs impact the juvenile population ultimately deterring minors from re-offending. He further stated the importance in recognizing what activities are available for the juvenile delinquency population and how understanding the community being served is necessary to help youth. Mr. Crear concluded the presentation by highlighting the importance of interacting with communities directly, the need for youths to become re-energized and vocal and extended an invitation for the JJC to visit JJ/DPC Alameda County.

VI. CHIEF PROBATION OFFICER REPORT, Jesse Williams:

The Chief was impressed by Mr. Crear's presentation of and the work being done in Alameda County.

- **Girls RFP-** process continues. On April 2nd the panel reviewed and ranked the responses submitted by Horizons Unlimited, Westside Community Center and the YWCA who submitted proposals. Recommendations are forthcoming from that process (at the adoption of these minutes Westside Mental Health and Horizons Unlimited were selected as the contractors to implement the girls program).

- **Status of the Probation Budget 1998-99-** is being consider by the Mayor. Members of the JJC may advocate for the budget.
- **Status of the Supplemental appropriation requests** are pending before the JPC finance committee. The next meeting of the finance committee is on Wednesday May 8th.
 - **Juvenile Hall population** is 104. Chief Williams reported that the count has been lower recently and is unsure if the reduction in arrests contributed to the count reduction or the weekend commitments. Weekend commitments are ordered by the Court, and requires minors to come to JH on Friday staying until Sunday evenings.

Log Cabin Ranch had an escape in March.

- **Ombudsman position** will be receiving funding from the Mayors Office. Chief Williams reported he understood the Sheriffs Department is no longer involved with the Ombudsman Project allowing the Probation Department to arrange for funding and responsibility for the position. The Superior Court has renewed the Ombudsman contract through April 30th. The Chair will prepare and submit another Ombudsman contract through June 1998. Chief Williams has placed the Ombudsman position in its budget for 1998-99 and if the budget is approved the Ombudsman will report to the Chief Probation Officer. **Public Comments:** Mr. Fuller commented that the Ombudsman should have "bifurcated" responsibilities by reporting to both the CPO and the JJC protecting the evaluating entities. Commissioner Hale remarked that the Ombudsman should have total access to investigate detainees concerns.

Discussion: As a result of the reduction of grievances in JH, a review of the Ombudsman position is necessary. The Ombudsman discussion was referred to the Executive Committee.

Q: How many youth are awaiting out-of-home placement in JH? Commissioner Adlo-Robinson requested Chief Williams make the information available on an ongoing basis. **A:** CPO Williams reported that thirty to forty youth maybe awaiting out-of-home placement on a given day. CPO offered to provide an overview of placement, the average length of stay for detainees including statistical information as necessary. CPO Williams suggested the JJC involve the Out-of Home Placement Department, Superior Court judges, Mental Health, providers and Department of Human Services should also be included in discussions that relate to out-of-home placements which involve larger system issues. **Discussion:** JJC's role in out-of-home placement issues, utilization of statistical information, Court/Wardship Committee proactive role in evaluating group homes;

- VI. CHAIR REPORT-** Comm. Dupre thanked those in attendance and acknowledged there is alot of work for the JJC. He emphasized the need for Commissioners attendance at committee meetings which is were the business of the commission and recommendations take place; the Chair further discussed that adult members should ensure youth Commissioners have transportation from meetings in the evenings.

VII. COMMITTEE REPORTS

Facilities Committee: Commissioner Willis requested inspection teams notify the CPO and Director of Juvenile Hall when entering the facility. Juvenile Hall inspections were scheduled for April. Members were asked to complete the inspection instrument, schedule a meeting with the Administrator after the JH inspection this will avoid the preparation of a late report. Chief Williams stressed the need to receive advanced notification of JJC members in the facility including actual inspection days. Chief Williams also requested a copy of the inspection report in draft form.

Court/Wardship: Commissioner Adlo-Robinson reported the committee has added foster homes and the administration of juvenile court law as specific areas that will be reviewed by the committee. Goals and objectives of the Committee has also been formulated; other committee concerns include the number of runaways.

Ad hoc Investigation Committee: Commissioner Adlo-Robinson read a resolution from the investigation committee.

Action item motion & second: "Table the [Resolution] matter until the next Commission meeting..."; Called for the Question-roll call vote three yea and two nays to the motion-no voting by the Chair.

VIII. ADJOURNMENT @ 7:30 p.m



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING May 7, 1998

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission called to order by Commissioner Bates Creel (Vice-Chair) at 5:20 p.m.; JJC had a full quorum 5:27 P. M.

II. ROLL CALL:* arrived after roll was call

Commissioners Present:

Adlo-Robinson Rodriguez*

Bates Creel Van Phan

Dupre*

Elizalde

Hale*

Konaris

Commissioners Excused/Absent

Cowan (e) Williams (e)

Goldner Willis (e)

Pavlenko

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator

Presiding Judge of Family Court, Donna Hitchens

Judge Kevin McCarthy, Delinquency Court Judge

Jesse Williams, Chief Probation Officer

Gwen Tucker, Assistant Chief Probation Officer

Michael Wheeler, Ombudsman

Donald Chan, JPC Secretary

Michael Fuller, Probation Officers Association

Guest Present:

Executive Director Nora Redick-Rios, Horizons Unlimited

Jennifer Reed, Young Women Arise Program Director

III. JUDGES CORNER/Judges Donna Hitchens and Kevin McCarthy, Presiding Judge

Judge Hitchens introduced Judge McCarthy, the delinquency Judge in Department 30.

Judge Hitchens stated that Judge McCarthy is extremely receptive and concerned about youth and discussed how family court is experiencing a period of adjustment. Judge

Hitchens remains open to concerns from the JJC. **Comments:** There is a real need to evaluate domestic violence; including boyfriend and girlfriends relationships; are there

any domestic violence programs available? **A:** There's currently a program called the

Child Trauma Project at U.C.S.F. and it is free. In June there will be a training for Family

Courts Evaluator's training will be provided on domestic violence for both delinquency and dependency judges. Q: Are there programs available for perpetrators who are classified as 300's at YGC? A: There is a program available through the Probation Department; minors do not have to be 602's to be a part of this program. Contact of Probation Department for more information. Judge Hitchens is aware very few programs exist for young minors who are 300's. Q: Must minors who are sexual offenders register through a sexual offenders program like adults? A: No -- it is not a criminal offense (Judge McCarthy). Q: What is the Courts position on building a new Juvenile Hall? A: We would love to have a new facility that would provide onsite services for families. The bond issue in the past has been the problem.

Judge Kevin McCarthy, Delinquency Judge- Department 30 out of sequence: Judge McCarthy believes one of the most important things he can do in Delinquency Court is support a role with Community Based Organizations, helping people help themselves. Judge McCarthy welcomed the JJC to call him with their concerns. Q: Clarification should be made about the relationship between the JJC and the Court. Judge McCarthy was asked his opinion. A: the JJC should have a "great degree of support." Judge McCarthy perceives the JJC as body that collects information and one that has access to information. Comm. Dupre, Chair read a letter recently received from the Board of Corrections which clarifies the role of JJ/DPC according to the Welfare & Institutions Code § 229. The letter also included recommendations from the Board of Corrections: a) The BOC recommends Commissions prepare and submit inspection reports for each juvenile hall and camp inspected by the commission; b) copies of the inspection should be distributed to the Chief Probation Officer and other county agencies as directed by the Court including the Board of Corrections. Q: How can the JJC and the Court communicate about youth who appear in court? A: Judge McCarthy would be open to the dialogue.

IV. PRESENTATION- Nora Redick Rios, Executive Director and Jennifer Reed of Horizons Unlimited

Ms. Redick is the new Executive Director of Horizons Unlimited. Horizons Unlimited has been in existence for 33 years in the Mission District. They provide numerous services including day treatment, after care, gender specific programs for young women, employment services including part-time, full-time, and summer programs. Their goals are to provide continual of services that responds to the entire child. The clients are primarily in the Latino community between the ages of 12 and 24 years old. Horizons primary funding source is through the community substance of the services located within the Public Health Department.

Horizons program is expanding to include continuous services for approximately 18 months to two years in day-treatment, outpatient, after care and provide recreational programs; and no clients are turned away whether the children are within families, homeless children or undocumented minors. Horizons purpose is aimed at creating a positive experience that does not involve drugs but provides structure for youth and one that will stimulate positive experiences for youth. Computer literacy training, and awards for the children are among the many programs available through Horizons.

Ms. Reddick- Rios also provided substance abuse statistics among youth profiled in the California Student Survey, conducted between 1992 and 1996 which points out that alcohol and marijuana are the most frequently used substance abused by teens; heroine and cocaine are also abused by teens. The statistics also confirmed a number of youth are involved in prevention treatment programs. San Francisco ranked among the top five cities where youth abused drugs. Additional statistical information is available through the California Student Survey, co-sponsored by Attorney Dan Lungren's Office.

Ms. Reddick- Rios urged community and individuals support in assisting with the substance abuse problem among teens. The following are recommendations: assist in education outreach and engagement; participate in community outcome driven objectives which address how to respond substance abuse epidemic; the development of schools, peer counseling and support groups for parents dealing with children who abuse drugs to that we can all become educated; prevention campaigns, after school programs, weekend activities are a few of the areas help is needed in preventing drug abuse.

The Young Women Arise project is a collaboration between Horizons Unlimited and Westside Community Mental Health Center. This program is geared toward young women between the ages of 12 and 17 and provides counseling services, family counseling services, education vocational programs (depending on the ages of the young women), a women's only recreation afternoon which includes dance classes and aerobics. The target population includes Latino females in the mission and African-American females in the Western Addition where the two program sites are located. Horizons Unlimited has several other programs including one that surrounds issues regarding domestic violence and sexual assault which started one year ago.

V. CHIEF PROBATION OFFICER REPORT Jesse Williams

- Chief Williams reported on the availability and funding for computer personnel at Log Cabin Ranch. There are a total of 12 computers at LCRS which do not include computers through the school. Interfaith Network for Community Help (INCH) Director Stewart Wobber has provided four computers to LCRS. Mr. Wobber originally requested Mr. Miller to fund a full time computer teacher at LCRS, which is not possible. Chief Williams proposed partial funding for a computer teacher with money from INCH and additional support from the Probation Department. LCRS has not received a response from Mr. Wobber regarding the proposal. Potential funding is available for the 1999 fiscal year. Commissioner Creel will follow-up on the computer personnel with Mr. Wobber.

Out of sequence: Chief Williams suggested a conversation with the JJC to determine their participation in various projects. Commissioner Dupre stated a meeting will be planned to discuss how the JJC will participate on impending Probation Department projects; the JJC also hopes to complete annual JH inspections soon.

* Ms. Gwen Tucker, Assistant Chief Probation Officer was introduced to the JJC.

- The Probation Department budgets moving forward and all of the requisitions which were approved by the Mayors and Controllers offices. The capitol and operating

budget is in the formulation process. More avocation and discussion for the budget is anticipated to be "fruitful." A hearing is scheduled for the operating budget. Support from the commission is encouraged. Chief Williams also spoke about the following pending projects of the Probation Department including the painting project beginning in the W buildings; the hiring of a new chaplain for JH; the Juvenile Justice Coordination Council will be implemented; a youth advisory committee will be established for the Juvenile Probation Department. *Action item-Motion Support for the Probation Department budget will be given to the Mayors Office and Board of Supervisors as submitted. S/C.*

- The Second Quarterly Management retreat took place at Stern Grove which included all the top managers of the department. The Juvenile Probation Commission also had a retreat. The retreats were held during the day and some of the topics included budgets, priorities and policies.
- **Key control:** currently no revised policy is in operation, ideas will be consider how to implement a policy with a minimum amount of keys in circulation. The Probation Department plans to limit the issuance of keys. Electronic /card control keys are also being considered.

Q & A: Q: Is there a plan to relocate boys from the Arizona Boys Ranch to the Bay Area? A: Yes. A total of fifteen youth are at the Arizona Boys Ranch. Four boys were at the facility where the problem took place—those boys have left the ranch. The remaining eleven boys are in the process of being interviewed to determine if other placement is necessary. Further placement at Arizona Boys Ranch has been suspended.

- VI. YOUTH SPEAK:** Youth Commissioners Konaris and Rodriguez presented a project idea for the 1998/99 "Gaining a Better Understanding of What Youth are Thinking". The youth members will develop an anonymous survey that will be distributed to the Boys and Girls Club and Park and Recreation departments to determine what are the needs of the San Francisco youth. The Commission will be updated periodically about the status of the project and a report is planned for completion during the month of November 1998. Commission comments: the youth members should speak to those who do surveys to make it a strong and persuasive tool; the survey should speak to youth where they are; the survey may be ambitious for the youth members; Chief Williams suggested that youths in JH may be able to respond to survey questions. Comm. Dupre supports the Youth Commissioners for their impending project and the entire commission will be available to help.

VII. CHAIR REPORT

Ombudsman project-the Court has a million dollar shortage and may not be able to commit to the Ombudsman project for the next three months. Comm. Dupre suggested Chief Williams follow-up with to the Mayors Office of Criminal Justice regarding the Ombudsman position.

VIII. **COMMITTEE REPORTS:**

Facility Committee: JH inspections continue.

Court/Wardship Committee Comm. Adlo-Robinson: Information is being collected to complete group home inspections; Comm. Dupre acknowledged Comm. Adlo-Robinson who is assuming more responsibilities in the JJC and on the Court/Wardship Committee.

Ombudsman report: Michael Wheeler distributed grievance statistics. The numbers of grievances were low for the month of April but is expected to be high for May the number for the expected increase could not be determined. During the month of May there was a group fight between African American youth and Latino youth which lasted between five and thirty minutes. Many of the youths has since been reassigned to B5.

IX. **ADJOURNMENT:** 7:50 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING AUGUST 6, 1998

I. CALLED TO ORDER:

The meeting of the "whole" was called to order by Rev. Timothy Dupre, (Chair) at 5:25 p.m.

II. NO JJC ROLL CALL (no quorum).

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Kevin McCarthy, Juvenile Court Judge
Jesse Williams, Chief Probation Officer
Gwendolyn Tucker, Asst. Chief Probation Officer
Michael Wheeler, Ombudsman

Guest Present:

Dean Peacock, Men Overcoming Violence (M.O.V.E.)
Rita Semel, Interfaith Council
Rev. Toni Dunbar, Probation Department Chaplain
Sheryl Abeudto
Ardist Cooper

III. INTRODUCTION: Rita Semel introduced Reverend Toni Dunbar, as the Chaplain of Juvenile Hall. Chaplain Dunbar has a wealth of experience within the community, including her participation with various AIDS organizations and grant writing programs. She also volunteers as a chaplain for bay area police departments as well as providing ministerial services to local bodies. Chaplain Dunbar was enthusiastic as she discussed her experience, religious background and believes she is grounded within both the religious and local communities.

The Interfaith Council is developing a committee of clergy who will assist Chaplain Dunbar. This committee of clergy will provide services to minors who are released in their community. Chaplain Dunbar believes youth and their families will benefit from the visible role the clergy will have in their lives, ultimately meet the internal needs of minors. Clergy committee members in this program will also receive training in addressing special needs of "at risk youth". Chaplain Dunbar is physically located at Juvenile Hall in the Chapel primarily on Mondays.

- V. **JUDGES CORNER/ Kevin McCarthy Delinquency Court Judge:** Judge Hitchens regrets her absence due to her court schedule. Judge McCarthy discussed the youth who were returned from the Arizona Boys Ranch and the long term placement issues faced by the Department. Comm. Dupre discussed his observations while in Department 30 and status of the Juvenile Hall inspection report.
- VI. **CHIEF PROBATION OFFICER REPORT, Jesse Williams:** Chaplain Dunbar is the good news for the department. Chief Williams stated that the counseling staff appears pleased that Chaplain Dunbar is here and she has been well received by all.
- Chief Williams discussed the removal of the last ten boys were from Arizona Boys Ranch and the challenges in placing these minors in other homes. He also briefly spoke about the possible funding elimination from the ranch under consideration by the State and the monitoring process for out-of-state placements. Hidden Valley as a resource for a treatment facility is not possible because it violates many county codes. The Commission asked Chief Williams to explore the possibility of utilizing HV as a regional facility with the possibility of funding from the State.
 - The Juvenile Hall population was 115 detainees including 29 girls. Chief Williams believes the low count is attributed to the return of an retired Probation Officer who primarily focuses on the Juvenile Hall count.
 - Key Control new policy is expected to be in place within the next 30 days.
 - Ombudsman Position, the Mayor's Office has confirmed funding for the position, but a contract for the position has not been finalized. Q: Has the Ombudsman received payment to date? A: No, he has been paid through the end of June. It will probably September before the contract is finalized. Q: How can the JJC assist in the process? A: At this point there is not much that can be done. The contract is a mechanical process and it is not apparent how the Commission can assist. Chief Williams apologized for any inconvenience caused to the Ombudsman.
<Ombudsman contract dialogue>
 - An Assistant Director for Juvenile Hall is expected soon.
 - Juvenile Justice Coordinating Council- which is a body mandated by legislation to oversee and support the implementation of the Global Action Plan as well as advise and develop a spending plan for the 3.2 million dollars received by the City & County of San Francisco. There are approximately 35 participants on the JJCC who discuss the allocation of funding, which services should be enhanced etc.
- VII. **PRESENTATION: Dean Peacock, Men Overcoming Violence (M.O.V.E.):** MOVE has been around since 1980 as a result of the low services provided to men who are abusive in their relationships. MOVE believes it is the males responsibility to address male violence. Several years ago MOVE developed a teen component to respond to the need of violence among young males. MOVE provides counseling services and violence prevention education services. Prevention education work is performed in units B3, 4, & 5 in Juvenile Hall. The approach to the prevention education includes creative discussions to express the issues. Music, role playing, dance and theater have been very successful in opening dialogue. The primarily male and diverse of staff in MOVE are aware of the complexities in male socialization and teen violence. They help the young men realize the problems with violence.

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MOVE also has a peer education component in their program. Young men between the ages of 12 and 20 years old are the targeted age groups. Dr. Israel Morales assists with treatment programs. MOVE provides mentoring programs which assists young men with goal setting, and other specific needs they may have. *Questions::* services for younger minors; violence witnessed by young men in their homes; bilingual & lesbian and gay services;

VIII. CHAIR REPORT

Ombudsman overview- Michael Wheeler: Many grievances has remained un-resolved as a result of non receipt of payment to the Ombudsman and the Ombudman was not on site. The Ombudsman discussed the number of hygiene grievances, several minors urinated in their rooms dues to irregular bathroom calls; a minor had specific medical problem-who has poor eyesight. Glasses were ordered but never received. Comm. Dupre requested other JJC members assist in reviewing the incident report.

IX. ADJOURNMENT: 7:00 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING September 16, 1998

I. CALLED TO ORDER:

A meeting of the "Whole" was called to order by Rev. Timothy Dupre (Chair) at 5:31 p.m.

II. NO JJC ROLL CALL (no quorum)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Jesse Williams, Chief Probation Officer
Gwendolyn Tucker, Assistant Chief Probation Officer
Aimee Exnicios, Supervisor Non Resident Intake
Thabiti Mtambuzzi, Director Special Programs for Youth (SPY)

Guest Present:

Dr. Yasmine Sayyed Youth Treatment & Education Court (Y.T.E.C.)
Malik Edwards, Youth Treatment & Education Court (Y.T.E.C.)

III. CHAIR REMARKS: Rev. Dupre informed the Commission about the death of Commissioner Adlo-Robinson's brother. The Commission expressed sympathy for Comm. Adlo-Robinson's loss in a moment of silence. Chair Dupre also announced Judge Donna Hitchens was unable to attend the meeting as a result of another meeting conflict in her schedule.

IV. PRESENTATION, YOUTH, EDUCATION & TREATMENT COURT (Y.T.E.C.)

Dr. Yasmine Sayyed introduced Malik Edwards the primary Drug counselor for YTEC. Dr. Sayyed explained how YTEC has grown to more than thirteen participants in the program. According to Dr. Sayyed, the participants have gelled into a cohesive group, forming connection and supportive strategies. One of the many goals of YTEC is to direct the minors towards a drug free life. As a result of the growth of the program and its participants, a Saturday Youth program termed "Youth in Recovery" has recently been added to YTEC curriculum. Mr. Edwards spoke about the benefits of the program which is facilitated by minors trained to facilitate meetings. More than 90% of the parents of the youth also attend the Saturday program and are encouraged to participate respectfully.

With the assistance of SPY, Dr. Marsha Goldberg sponsors the regular drug counseling sessions. Youth who commit to YTEC are generally successful in maintaining the program although they are not free from struggles. Mr. Edwards and Dr. Sayyed remain

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committed to providing instruction to minors through education and treatment in the nine - twelve month program. Other aspects of YTEC includes a six-eight week program which was recently added.

Both Dr. Sayyed and Mr. Edwards spoke about the underrepresented and under-served girls in the community and the ideas YTEC has about this population. The Commission and the Juvenile Probation discussed and agreed that the Department, Westside Mental Health/Horizons Unlimited will support YTEC by referring minors, specifically girls to the program.

- V. **PROBATION OFFICER REPORT, Jesse Williams** Chief Williams spoke about the funding possibilities for the Juvenile Probation Department and the press conference scheduled for Chaplain Dunbar.
- VI. **CHAIR REPORT:** Chair Dupre read a letter received from Assemblywoman Carole Migden which discusses the passing of bill AB2793 and funding for another juvenile hall. The letter was forwarded to the JJC by Judge Hitchens
- The Juvenile Hall Inspection report has been completed and a copy will be sent to Chief Williams in draft form.
- XI. **ANNOUNCEMENTS:** Community Assessment Referral Center (Delancy Street Project) is having an open house on Wednesday, September 16, 1998.
- XII. **ADJOURNMENT:** 6:45 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSIONERS

Yolanda Bell, Administrator

effective 1/98

Rose Willis **-Chair**

Mary Louise Adlo Robinson

Norma Campbell

Ruth Cowan **-Treasurer**

Georgia Bates Creel

Georgette Elizalde - **Vice Chair**

Damone Hale

Douglas Lam

Gabriel Morera

Laurie Schaffner

Karmen Williams **-Secretary**

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JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING November 5, 1998

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Rev. Dupre (Chair) @ 5:10 p.m.

II. COMMISSIONER INTRODUCTIONS - Current members of the JJC and staff were introduced to the new members.

JJC MEMBERS:

Adlo-Robinson	Lam
Campbell	Moreira
Cowan	Rodriguez
Creel	Schaffner
Elizalde	Williams(e)
Hale	Willis (e)

III. JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court

Judge Hitchens sworn in new JJC members. Judge Hitchens also announced that Reverend Timothy Dupre, Chair will be resigning from the JJC and will be sworn into the Juvenile Probation Commission by Mayor Willie Brown. Comm. Dupre thanked Judge Hitchens for recommending him to the JJC. Comm. Dupre also explained the differences between the JJC and the JPC and the roles of Commissioners on both Commissions.

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator

Donna Hitchens, Supervising Judge of Family Court

Jesse Williams, CPO

Gwen Tucker, ACPO

Guest Present:

Carol Kizzah, Delancy Street Foundation

Eugene Clendinen, Mayors Criminal Justice Council

Members from Fellowship Bible Institute, Religious Studies Program

IV. PRESENTATION: Carol Kizzah, and Eugene Clendinen Delancy Street Foundation and Mayors Criminal Justice Council

Ms. Kizzah and Mr. Clendinen spoke about the six pilot projects funded by

Delancy Street and MCJC. The JJC expressed concerns about the project and posed the following questions: Q: How many youth have participated in the project? Q: Is the assessment center under contract with Community Based Organizations? Q: What is the crime status at the Bayview safe haven? Q: Is there a van available to pick up and drop off minors? Q: Will the projects expand to include all neighborhoods? Q: What is the staff diversity ratio?

Ms. Kizzah explained that the girls residential program do fall under Title 15 and 24 guidelines. Documents has been submitted to the Board of Corrections who inspected the site. The pilot programs are not intended to replace existing programs but to reach those youth that fall in the gap. The programs are also designed to reach all ethnic groups and bi-lingual staff are at all of the sites. According to Ms. Kizzah, if the pilot programs are successful based on an outside evaluation, the programs would be expanded to youths in each neighborhood. . It was acknowledged that the crime near the **Bayview Safe Haven** was a problem and has been reduced. The RFP process has begun for the Girls Residential Center at **Treasure Island**. **Life Learning Academy** is designed to target youth who have not done well in school. Minors referred to The Life Academy are referrals from the court, probation and the police departments. The academy begins from 9 a.m. until 9 p.m. Both Ms. Kizzah and Mr. Clendinen distributed information about each project (see attachment).

Chair Dupre suggested that MCJC and Delancy Street regularly provide progress reports at JJC meetings, providing information about the projects which fall directly under the JJC inspection scope.

V. CHIEF PROBATION OFFICER REPORT, Jesse Williams

- Chief Williams discussed the **repeat offender prevention grant** which will target youth who may become repeat offenders. The grant includes the Juvenile Probation Department for the second consecutive year.
- The Juvenile Probation Department was awarded **\$12,000** from the estate of an unknown and un-named donor. A formal process to receive the award is been developed.
- **Painting of the administration building** has been moved to late November and December.
- **Employee recognition** is been planned for those employees who have completed five years or more of service. Q: Is there an opportunity to recognize employees because of their work commitment? A: yes. It is the hope that the employee recognition program will evolve to include others.
- Chief Williams stated that he had received the **JJC Inspection Report** and that the Department will be preparing a formal written response. He further expressed that an exit conference (after the inspection) would be helpful and

that the regulatory requirements and the quality of life sections of the report would be prepared separately.

- **Miscellaneous: Hidden Valley** Q: is Hidden Valley (HV) available for rental since it is not in use? A: According to the Department of Public Works, HV does not meet code requirements and to update would cost approximately 2.5 million dollars. There are however, providers who are available to finance the upgrades. Previously the Department of Corrections used HV for adult inmates, but since then it has deteriorated and regulations for minors are different. HV is approximately a ¼ mile from LCRS and is currently being used for visiting and contraband searches. **Tanif Funding:** an RFP will be issued for youth and their Families in San Francisco. Q: Is it possible for a member of the JJC to sit on the screening committee and could a copy of the RFP be forwarded to the JJC? A: A copy of the RFP will be given to the JJC; No members of the JJC will be asked to participate in the screening committee.

VI. CHAIR REPORT: Chair Dupre expressed sadness at his leaving the JJC to become a member of the JPC. He also stated his gratitude at being able to lead the JJC for the past two years. Chair Dupre requested that he chair the December meeting.

- ⇒ **Nominating Committee:** Commissioner Norma Campbell will be added to the nominating committee. Nominations will also be accepted from the floor during the December meeting. Commissioner Elizalde is the conveyor. Nominating committee members include Commissioners Hale, Williams, Willis, Campbell and Elizalde.
- ⇒ **Action item- Motion:** extend the meeting to 7:30 S/C.
- ⇒ **Invasion by the Police in the Western Addition** resulting in a drug attack. Discussion about the Commissions' role, either private citizens or a body was argued.

VII. ANNOUNCEMENTS: Joint meeting between the Juvenile Delinquency Prevention Commission, Juvenile Probation Commission and the Juvenile Justice Commission is scheduled for November 17, 1998.

VIII. ADJOURNMENT: 7:45 p.m.

SUMMARY OF JUVENILE JUSTICE LOCAL ACTION PLAN PROGRAMS

San Francisco's Comprehensive Juvenile Justice Local Action Plan is the culmination of a unique, collaborative needs assessment of the City's existing juvenile justice system, its resources and its limits. The plan is comprised of the following six new programs, which are designed to fill the most critical gaps in the City's juvenile justice system. These programs are designed to provide intensive services to youths at risk of involvement in the juvenile justice system as well as to youths who already are involved in juvenile crime.

The Community Assessment and Referral Center (CARC)

121 Leavenworth, San Francisco, (415) 567-8078

This program is a first in the country. It provides an alternative to juvenile hall for youths 12 to 17 years of age arrested for a variety of criminal offenses. CARC provides a single point of entry for crisis intervention, assessment, service integration, referral and mentoring. San Francisco has formed a true collaboration of all the city agencies working with youths – from the schools, human services and public health through juvenile probation, police, the district attorney and sheriff joined with community based organizations – Delancey Street Foundation, Huckleberry Youth Programs and Detention and Diversion Advocacy Program. At CARC, all these agencies develop one plan after contacting the family, to help the youth build a successful drug-free crime-free life. Each youth is connected to a case manager, as well as to a mentor who spends one-on-one time with the youth, works with probation and the court, and hooks him/her into positive interventions in the community. The program serves eligible youths arrested in the City's Mission District, Tenderloin, Bayview-Hunter's Point and Chinatown neighborhoods. These neighborhoods specifically were selected for CARC services based on a review of neighborhood juvenile crime levels citywide. Located in the Tenderloin, the site for this program was donated by the YMCA.

Life Learning Academy

Youth Center, Treasure Island

Located on Treasure Island at the former Youth Center, Life Learning Academy is an extended-day charter school of the San Francisco Unified School District. The Academy provides a safe and nurturing learning community for at-risk youths who have previously struggled in school and are involved or are at risk of involvement in the juvenile justice system. The Academy is a degree-offering high school that serves youths at a wide range of scholastic abilities. It is committed to help students develop healthy, productive and independent lives by teaching rigorous academic, social, and vocational skills, and to inculcate positive community values. Academy staff includes academic teachers, vocational instructors, mentors and volunteers who can relate to the students and offer support, structure and accountability. Life Learning Academy students "learn by doing," engaging in hands-on vocational projects, including site renovation and the establishment of a café, as they develop academic skills and fulfill subject requirements. Academic programs at the Academy are highly individualized, tailored to the strengths and needs of each student. Peer leadership, earned responsibility and privilege, community service and environmental education are cornerstones of the Academy's foundation.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

JANUARY 7, 1999

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Comm. Rose L. Willis (Chair) at 5:15 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Campbell	Lam
Cowan	Schaffner
Creel	Williams*
Elizalde*	Willis
Hale	

Commissioners Excused/Absent

Adlo-Robinson (e) Morera(e)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Donna Hitchens, Presiding Judge of Juvenile Court
Jesse Williams, Chief Probation Officer
Gwen Tucker, Assistant Chief Probation Officer
Michael Wheel, Ombudsman
Amiee Exnicios

III. JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court*

Judge Hitchens stated that Trial Court had no further changes and that a proposal for a new Juvenile Hall is pending at the Mayors Office. **Q:** What is the JJC's role in the Delancy Street projects? **A:** The role is similar to inspecting group homes, although it is not legislative. Judge Hitchens emphasized that the JJC should concentrate on the inspection of group homes where minors are housed. JJC members commented on the liability issues that may possibly impact the

* Please note the following is a summary of the discussion. Specific language maybe modified.

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youth at Treasure Island. Chair Willis acknowledged the concerns of the members and suggested Delancy Street and the Mayors Criminal Justice Council are invited to the March JJC meeting. the chair further suggested the JJC consider quarterly meetings with Delancy Street to discuss Treasure Island issues.

IV. CHIEF PROBATION OFFICER REPORT *

- **TANF community** funding projects;
- **2000 budget:** Chief Williams will provide an overview @ the February meeting of the 2000 budget request; **Q:** Is the dept. Y2K ready? **A:** The Juvenile Probation Department is participating in meetings surrounding Y2K.
- **Environmental and health inspection @ LCRS** will be completed by May 26 & 27 1999.
- According to Chief Williams the **Holiday season** was busy; JH reduced its' count from 136 to 117; LCRS count is 41; the units also experienced more difficulty with Detainees during the holidays; **Q:** are there any commitments to Treasure Island? **A:** yes. One voluntary commitment to T.I a minor and her parents. *<lengthy discussion re: voluntary commitments>* Chief Williams explained that the family who volunteered is not a probationer.

V. CHAIR REPORT (out of sequence): *

- Chair Willis, introduced the members of the Executive Committee.
- Michael Wheeler, Ombudsman reported that many of the grievances were bathroom calls and bathroom privacy issues. The Ombudsman recently visited Log Cabin Ranch in an effort to update the LCRS counselors with the grievance guidelines and procedures. The Ombudsman plans to visit LCRS weekly. Other grievance issues surrounded a female teacher. The Ombudsman is working closely with the principal at Woodside Learning Center to resolve the matter. *Commission comments:* the design of the monthly grid and categories on the grid could be improved; it was suggested the nature of grievances is added for classification purposes; the Ombudsman informed the JJC of the lack of communication which frequently occurs between the detainees and staff at Juvenile Hall.

VI. JJC COMMITTEES: members assigned to committees during closed session; **Facility Chair:** Comm. Karmen Williams; **Court/Wardship Chair:** Comm. Ruth Cowan; **Educational Committee** (ad hoc) Comm. Norma Campbell.

VII. OLD BUSINESS: At Large members discussion continued from December '98 General meeting. The Administrator explained that At-Large members could not be

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removed from the Bylaws since the original motion lacked a 2/3 vote (December '97 minutes) and members were not noticed within a thirty day period. Comm. Hale discussed his beliefs about At-large members, and the critical roles they participate in on the Commission.

VIII. ANNOUNCEMENTS: Annual Retreat for JJC members is scheduled for March 6th @ 10:00 a.m. (location TBA).

IX. ADJOURNMENT: 6:40 - closed session

K. W. (signature on file)
Karmen R. Williams, JJC Secretary



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING March 4, 1999

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Rose L. Willis, Chair at 5:15 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson*	Morera
Campbell	Schaffner
Cowan	Williams*
Elizalde	Willis
Hale*	

Commissioners Excused/Absent

Creel (e)

Lam (e)

Juvenile Court/Probation Department staff present:

Yolanda Bell, Administrator
Jesse William, CPO
Gwen Tucker, ACPO
Robert Wertz, Director Probation Services
Johnny Miller, Director Log Cabin Ranch
Thaibati Mtambuzi
Amiee Exnicios, Probation Supervisor

Guest Present:

Carol Kazziah, Delancy Street Foundation; Eugene Glendinin, MCJC;

III. JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court

No judge's corner - Judge Hitchens was called to a personal emergency.

IV. CHIEF PROBATION OFFICER REPORT, Jesse Williams*

Both Chief Williams and Robert Wertz, Director Probation Services discussed the recent assignments and changes in the probation department. CARC will receive additional probation officers and the hours of operations will be from 10 am. Until 2 am, Mon. thru Sat. Additional probation officers will be assigned to the Mission Safe Haven. Probation officers accompanied by plain-clothes police officers; other Probation Officers will also visit the schools and homes of minors.

- Johnny Miller and Katie Weinstein are the director and co-director of Treasure Island (TI) currently operating from Yerba Buena Island. Chief Williams reported that four girls are placed at Treasure Island and two more are pending placement (at the time of the meeting); two probation officers are assigned to screen and manage the cases. Eight

* Please note the following is a summary of the discussion. Specific language maybe modified.

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additional probation officers will be added to Treasure Island, which will also include a three-week orientation program.

- No probation officers are assigned to Bayview Safe Haven; beginning April 1999 the Juvenile Probation Department will assign probation officers to the Life Learning Center.

V. Presentation: Carol Kazziah, Delancey Street Foundation *

Ms. Kizziah explained that CARC hour is expanding to include the Ingleside and Mission neighborhoods. IMPACT a program through the police department in the Ingleside neighborhood are sharing services and resources. Since 1998 one hundred and fifteen minors received services from CARC trained staff with the assistance of community agencies. Due to staffing issues CARC is unable to remain open 24 hours. Per the Commission's request Ms Kazziah provided progress reports on each project. Other programs include the bike program, which is designed for minors who work twelve hours; they receive a bike including helmets. Everett Beacon Center will be joining the bike program for joint bike rides.

Chief Williams briefly discussed the visibility of the Probation Department at TI, including the training the TI staff has received from the Department. It was explained by both Ms. Kazziah and Chief Williams that the camp structure at TI is expected to continue until approximately June 1999. At which time TI is expected to receive a group home license certificate from Community Care Licensing. The following is a roundtable question and answer discussion about the program at TI. Title 15 and 24 guidelines regulate TI and may be inspected annually by the JJC.

There are primarily girls in the life learning program at TI in a camp like environment, between the hours of 9am and 9pm under adult supervision. Eventually, thirty (30) girls will occupy the residential facility. An operations manual is under development by the Probation Department for TI.

Q: What is curriculum for TI and how are the minors assessed? A: TI is considered a charter school. The course description is developed with SFUSD to address special education concerns. the course description meets equivalent descriptions as minors in high school including graduation requirements. Teachers are receiving additional training through a program at Stanford University. They are either credential or in a credential program. A: What percentage of staff is located at TI? A: Mr. Miller is at TI 3days per week with Ms. Weinstein and is assisting in the training of TI staff. Donald Sanders is the assistant director at LCRS. Mr. Sanders was previously the substance abuse program counselor. The substance abuse program is still in effect and monitored by Bayview Hunters Point in collaboration with Horizons Unlimited.

Q: is bi-lingual staff available for minors at the assessment level at T.I.? A: Yes. The assessment is translated for those minors. Comm. Morera suggested that a video be prepared for youth needing any type of translations. Other comments-T.I. should have high standards and receive upgrades for safety and Title 15 & 24 regulations. Ms. Kazziah explained that TI will comply under Title 22 standards for group homes and will be regulated. *Lengthy discussion about Juvenile Probation Department liability.* Q: The

* Please note the following is a summary of the discussion. Specific language maybe modified.

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Commission received Progress Report #3 it was asked if Progress Report #1 & 2 are available, including sections A&D of the Progress report? A: the remaining sections of the progress report will be sent to the JJC office. Q: The TI program is run similar to a camp why no Probation staff? A: Chief Williams-JH & LCRS staffing needs must be met first. Eventually additional staff will be added. Union concerns are also an issue. The staff in place at TI has come from County Jails and other facilities.

Action item: M/S "Remainder of agenda tabled until next month" /C.

Q: how many youth will the facility be licensed for? A: it is anticipated that Yerba Buena will receive licensing for ten to twelve youth and TI forty to fifty. Q: Will incident reports be prepared and given to the JJC? A: yes.

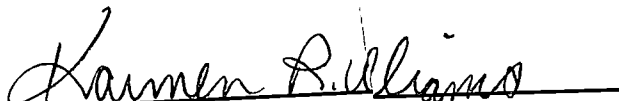
VI. CHAIR REPORT out of sequence:

Comm. Willis spoke about the benefits of having committee summary reports prior to the general meeting.

Committee summaries:

Court/Wardship Committee-Comm. Cowan: The committee plans to review nine group homes located in San Francisco, beginning March 1st through April 15th. The committee expects to publish a report by June 1999.

VII. ADJOURNMENT: 7:10 p.m.


KARMEN R. WILLIAMS



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING April 1, 1999

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Comm. Rose L. Willis, Chair at 5:20 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Cowan Campbell*
Schaffner Hale*
Willis

Commissioners Excused/Absent

Adlo-Robinson (a) Creel (a)
Elizalde (a) Lam (e)
Morera (a) Williams (a)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator; Dewitt Ford, Special Programs for Youth
Amiee Exnicios, Supervisor; Johnny Miller, Director Log Cabin Ranch School.
Jesse Williams, CPO; Janet Medina, Director Juvenile Hall

III. CHIEF PROBATION OFFICER REPORT, Jesse Williams *

Chief Williams discussed the recent announcement for the Ombudsman Position. The Chief also asked the Juvenile Justice Commission to make recommendations to the announcement and to participate in the interview process, which will begin in May 1999.

- **Programs:** "Christmas in April". On April 24th members of the "Christmas in April" are planning to complete the interior painting of the Juvenile Probation Department. It is expected that approximately 75-100 volunteers will participate in the project.
- **Budget, 1999-2000:** The Probation Department submitted their 1999-2000 budget to the Mayor. Discussions and negotiations will continue through June.
- **KMEL Radio Station with Nick Salazar**, will broadcast live in Juvenile Hall from 10-12 p.m. youth participating in the broadcast is not disclosed.
- **Progress Program Evaluation System**-a new evaluation system. An evaluation of

* Please note the following is a summary of the discussion. Specific language maybe modified.

the program, including the impact this program has made in Philadelphia communities will also occur in San Francisco. The date is TBA.

- **Construction Grant Operation-** 177 million dollars is available through the Board of Corrections for juvenile facilities. San Francisco has submitted an application for a new facility. If funding is awarded there will be an opportunity for interested parties to participate in the discussion and process.
- **LCRS Inspection-**The JJC will be inspecting LCRS on April 9th and 10th.
- **Chaplain Dunbar** briefly reported that a choir has been formed in JH. A counselor has been designated as the director, including a musician and a teacher who also volunteered to participate in forming the choir. The choir is planning to sing every Sunday from 3:15 to 4:15 in the chapel and their debut is Easter Sunday. Kirk Davis, a youth pastor in San Francisco, has agreed to intern with the youth choir. It will be researched if the students are able to receive academic credit for their participation in the choir.

A Prayer vigil is another program expected to begin on the second Wednesday of each month from 7 to 10pm. in the chapel. Chaplain Dunbar also discussed the quarterly ministers' fellowship and aftercare services in the religious community.

- **Violence Reduction Program** a new program in JH. Collaboration between Janet Medina, Johnny Miller and Dewitt Ford has developed a program that focuses on minors detained for at least six weeks in JH and LCRS. Program components include assessment concepts (survival strategies), anger management, grief and loss, and self-esteem. Minors detained for weekend commitments will also participate on a smaller scale in the program. The program will eventually be introduced at LCRS and include a peer training component.

IV. CHAIR REPORT, Rose Willis: *

- **Spring retreat-** Commissioner Willis reported on the success of the retreat and the amount of work accomplished by the JJC. She also noted that each committee identified systems for completing timely annual inspections for the year and report strategies.
- **Juvenile Probation Commission-** Commissioner Hale spoke about the TANIF funding received by Morrissana West to provide employment services to the Department. He also commented on the Challenge Grant 2nd round process spearheaded by MCJC, which will have a mental health component in the repeat offender program, (a special profile). The Juvenile Probation department hopes the grant will allow them to address more family issues.

Committee reports

- **Court/Wardship Committee-** Commissioner Cowan spoke about the placement

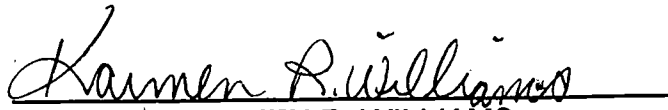
* Please note the following is a summary of the discussion. Specific language maybe modified.

training that took place on March 18th with Community Care Licensing and Department of Human Services; the training provided information on failed placements, mental health services, physical expectations, legislation changes, the availablitiy of support services and more. According to Comm. Cowan and those members in attendance, the training was very comprehensive and helpful. The committee plans to review group homes this quarter.

V. OLD BUSINESS the Board of Corrections inspection training will be held on April 17th.

VI. ANNOUNCEMENTS: Suicide Corrections is hosting a conference on April 10th.

VII. ADJOURNMENT: 6:55 p.m.


KARMEN R. WILLIAMS

JUVENILE JUSTICE COMMISSION
UN-ADOPTED MINUTES OF GENERAL MEETING

June 3, 1999

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Comm. Rose L. Willis, Chair at time 5:07pm.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson	Lam
Cowan	Schaffner
Creel	Williams*
Elizalde	Willis

Commissioners Excused/Absent

Campbell (e)
Hale (e)
Morera (e)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Donna Hitchens, Presiding Judge of Juvenile Court
Jesse Williams, CPO, Aimee Exnicios, Janet Medina, Director of JH
Robert Wertz, Director of Probation Services

III. JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court

Judge Hitchens spoke about the increase of 707 cases. These cases are heard in Department 29 before Judge Hitchens.

- Judicial Council & the California Youth Authority are sponsoring a Restorative Justice Conference. Youth Guidance Center bench officers and the Juv. Probation Department have been invited to participate at the conference.
- Safe Starts Grant OCJP Grant response. Judge Hitchens discussed the approach the court will take to respond to a grant that will comprehensively study delinquent and dependency youth that commit violent crimes.
- Group home inspections- will be completed by the summer; Judge Hitchens expressed her enthusiasm of the JJC accomplishments and commended the court/wardship committee.

Comments: Judge Hitchens was requested to speak to the number of emancipated youth who have applied for marriage licenses during the July 1999 General Meeting.

Q: Why are in domestic violence cases involving minors not immediately referred to

treatment plans? A: Judge Hitchens was unable to respond as to why the Probation Department did not offer treatment plans to those minors.

IV. CHIEF PROBATION OFFICER REPORT, Jesse Williams*

- **Budget time**-The budget was submitted to the Mayor and public hearings will begin on June 19.
- **Christmas in April**-a volunteer organization assisting with the painting in JH will return on June 19th to complete the interior of the Admin. bldg in YGC. Approximately 80 volunteers are apart of the program. Chief Williams believes the volunteers were very organized and efficient.
- **Trainings**-an upcoming satellite broadcast will discuss females in the juvenile justice system. There is approximately 90 participants are expected. A "Disproportionate Minorities in Confinement" one-day conference held in San Francisco on (May 26) was a success.
- **Placement** issues are being examined. The Probation Department is concerned about a number of issues that will be discussed at the July 1999 JJC meeting.

Action Plan-previously the Probation Department requested that the JJC okay areas identified as concerns to the Commission. The end of the month will be the last time to give input into the action plan. Commissioner Willis reminded members to forward their suggestions for Chief Williams, to the executive members for review.

Q: Is it possible to receive update information on the repeat offenders program or status?

A: yes. Q: what is the JH count? A: 135; Q: Has the budget scope been submitted to the JJC? A: No, a report will be made to the Juvenile Probation Commission (JPC) finance committee prior to the JJC receiving a report. *<Discussion about the budget process and the JJC participation in the process>*

Q: How many youth are awaiting out-of-home placement? Including out-of-county youth? A: Youth tracked for both categories are reflected in the 97-98 report that will be released in the summer. Chief Williams further explained that youth arrested in S.F. are also prosecuted in S.F. the problem is that out-of-county youth are also housed in S.F. instead of being transferred to their home counties. This process increases the JH count.

V. PRESENTATION: Aimee Exnicios, Supervisor- Serious Habitual Offender Program (SHO) *

Ms. Exnicios provided information to members of the JJC prior to the presentation. Ms. Exnicios began the discussion by explaining that the youth assigned to the program are those who have committed serious crimes. The program accepts adjudicated petitions and

* Please note the following is a summary of the discussion. Specific language maybe modified.

receives referrals from placement and other departments. There are currently six probation officers in SHO and each has a caseload of approximately fifteen probationers. The probation officers in this unit also works closely with schools, parents and community based organizations and are expected to spend approximately 75% of their time in the community and schools.

Q: Is there an ethnic or gender breakdown available? A: A breakdown is currently not available. Q: What is the definition of serious habitual offender? A: A fluid definition is spelled out in the penal codes. Q: Is there a request in the 1999-2000 budget for more probation officers in the program? A: No.

Comm. Lam requested statistical information on the number of cases in the department.

Comm. Adlo-Robinson stated that the JJC should support the SHO program.

Action item: The JJC supports the SHO program and encourage the CPO to explore ways to add additional staff to the program. S/C. Abstain: Comm. Schaffner.

VI. CHAIR REPORT, Comm. Rose Willis

Comm. Willis recommended that the JJC take a break this summer during the month of August.

Committee Reports:

Comm. Williams Facilities Committee Chair-provided a summary of last month is committee meetings.

Comm. Cowan Court/Wardship Committee Chair-informed the JJC that group home inspections are beginning this month and all members are asked to participate in the inspections.

VII. ADJOURNMENT: 7:10 p.m. to closed session

KARMEN R. WILLIAMS, Secretary
Juvenile Justice Commission