



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

February 3, 2000

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Commissioner Willis (Chair) at 5:00 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson*

Creel

Elizalde

Lam

Schaffner

Willis

Commissioners Excused/Absent

Campbell -e

Hale-e

Williams-(leave of absence)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator

Chief Jesse Williams

Omar Khalife, Ombudsman

Guest Present:

Dr. Renee Golante-Koel

III. CHIEF PROBATION OFFICER REPORT

- ❖ Program Development Evaluation System (ProDES) is implement in the Probation Department is a data collection system. In this program CBO's are evaluated. The data collected discusses what works and what doesn't. The program evaluation system is a model followed in Philadelphia. Intake, discharge and six month's follow-up are also components of the program. Tricia Overwiess a research assistant, has been hired as an intern through EJI. The Department has developed a sub committee and is seeking volunteers. The steering committee has developed an instrument for the

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program.

- ❖ Ropa Rivera Academy- a day school program funded by the Board of Corrections (BOC), targets youth identified as first time offenders. The Program is collaborations between the Juvenile Probation Department, and the department of Health. The school started in November 1999 has a new location. five (5) minors are attending the school site, currently all males although the program is structured for co-ed youth. Teachers assigned to the academy are apart of SFUSD and Nancy Yalon, a Senior Supervisor of the Juvenile Probation Department has been assigned to the program.

Q: Are there plans to expand the program? A: yes in one – two years the department hopes more than thirty youth will participate in the day school. Chair Willis interjected other program benefits that include wrap around services for the youth and their families.

- ❖ Chief Williams also spoke about the girls' caseload that will be added to probation services.
- ❖ Chief Williams reported that JH replacement project (the design project for rebuilding JH) held a community meeting at St. John's church.
- ❖ Janet Medina discussed the memorial service held for a young woman, a previous JH detainee, who recently overdosed. The services for the woman were held in the Chapel, were officiated by Chaplain Dunbar. The females in G1 participated in the service by writing poems and other expressions which were given to the young woman's' parents.
- ❖ Ms. Medina also reported that two washers and dryers would be delivered to the facility. G1 and the co-ed units have both received washers and dryers on the units.

- IV. **CHAIR REPORT:** Chair Willis provided a recommendation resulting from the Executive Committee meeting. Youth Treatment & Education Court (Y-TEC) requested the usage of the JJC's smaller office. The Executive recommended that the office space should not be extended to Y-TEC due to the limited space available at YGC. Y-TEC also offered to share the office space but the Executive Committee does not believe that office sharing is a workable alternative. *Discussion:* Currently what is the empty office utilized for? The Executive Committee suggested that youth members occupy the office and the second office is used for committee meetings. Currently the Ombudsman occupies the second office. Comm. Creel has spoken to Chief Williams about locating another office for the Ombudsman.

Motion: Y-TEC receives notification from the JJC the office is not available.

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Action item: motion withdrawn.

V. COMMITTEE REPORTS:

- ❖ Court/Wardship Committee, Comm. Schaffner-distributed the 1st Court/Wardship Group Home Report (1999). Comm. Schaffner explained that the report is a confidential document and will be sent to Judges Hitchens, McCarthy, Chief Williams and Dan Hicks, Out of Home Placement. Comm. Schaffner also commented that the Court/Wardship Committee does not have a full compliment of members for future committee meetings.
- ❖ Facilities Committee, Comm. Creel – passed out committee minutes from the January committee meeting. Comm. Creel reminded JJC members to continue regular visits to juvenile hall, recording their findings. Comm. Elizalde suggested that noticeable incidents be forwarded to the appropriate committees.
- ❖ Interview Committee includes Comm. Creel Chair, Commissioners Schaffner, Adlo Robinson, and Elizalde. Interviews will begin February 17.

VI. OLD BUSINESS

Spring Retreat suggested dates: May 6 and May 20 10am – 2pm

VIII. NEW BUSINESS:

- Comm. Schaffner applauded Comm. Willis for being a “good chair”.
- Comm. Adlo-Robinson commented that members who sit on various committees in a public capacity should be brought to the JJC.
- Discussion surrounding a Drug / Substance Abuse Committee on the JJC.

IX. ADJOURNMENT: 7:00 p.m.

Douglas Lam, Secretary pro-tem



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

March 2, 2000

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 Schaffner
Hale Willis
Lam

Commissioners Excused/Absent

Bates Creel- e
Elizalde- e
Williams (leave of absence)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Administrator
Donna Hitchens, Supervising Judge of Juvenile Court
Jesse Williams, Chief Probation Officer
Omar Khalif, Ombudsperson

Guest Present:

Youth Making a Change (YMAC) – Tevi K., Alma G., Herbert A., Jezebel D., Greg Tanaka, Coordinator for YMAC

III. JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court

- Jon Schiller, the Court Administrator will attend the April meeting.
- A Safe Start planning grant has been awarded to the court for domestic violence.
- California Judges Association passed a resolution to oppose Proposition 21. The California Judges Association takes the decision away from the judge and they feel the decision should remain in the hands of the judge.
Comments: Comm. Hale expressed concerns surround the domestic violence process in the courtroom.
- Judge Hitchens commented that the court attempts to address domestic violence issues by providing services to the entire family.

IV. CHIEF PROBATION OFFICER REPORT

- ProDES project will be known as PRIDE, Program Information for Development and Evaluation has been implemented in the Probation Department is a data collection system. This is a comprehensive program evaluation system is being developed by the Juvenile Probation Dept. It's an outcome-based information system that can track each youth for the duration of his or her involvement with the juvenile justice system. The

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PrIDE system will provide a continuous flow of information such as changes in programs, recidivism and community adjustments of youth. PrIDE will also measure the achievement of program objectives for youth placed in programs by the Juvenile Probation Dept. The goal of this project is to measure the performance of the juvenile justice system and to help the system as well as specific programs to plan more rationally.

- **Disproportionate Minority Confinement (DMC)** The Department has met with **Youth Law Center** who to address DMC issues;
- **Press Conference** was held on Feb. 17, 2000 against Prop 21.
- Chief Williams attended a **police community meeting** held in Southeast community College (Bayview SFPFD. the meeting was attended by citizens who voiced community and neighborhood concerns.
- **Community Assessment Referral Center (CARC)** the civil grand jury visited juvenile hall in an effort of comparing the programs to the programs in place at CARC.
- **Project IMPACT** is a program implemented in the Department. The funding for the program is awarded through the Board of Corrections. RFP's for the project has been issued.

IV. PRESENTATION- YOUTH MAKING A CHANGE (YMAC)

Approximately seven students attended the JJC meeting-discussing Prop 21 and other ballot issues effecting minors. With the assistance of counselors and school staff YMAC surveyed approximately 5000 students within the San Francisco Unified School District. The issues students discussed the most frequent were the need for safe schools, rights of students and parents; the need for diversion programs to increase for non violent youth.

V. CHAIR REPORT- Comm. Willis

- ❖ **JJC Interviews** took place on Feb 17 and 24. More interviews are scheduled. Chair Willis explained that Judge Hitchens would also screen and interview candidates. A retreat is scheduled following the swearing in of new candidates.
- ❖ **Board of Corrections** training takes place on March 9-10, 2000.

VI. OLD BUSINESS- the JJC secretary position will remain vacant until more members are on the Commission. Comm. Lam will serve as the interim secretary. *Action item:* Motion to suspend the bylaws until new members are sworn in, by the May 2000 meeting. S/C. Motion passed.

VII. NEW BUSINESS:

- Comm. Schaffner stated the editor/ publisher of a magazine contacted her titled Teen Voice. The paper asked if Comm. Schaffner would write on behalf of the JJC, a letter recommending their program in effort to sponsor the magazine. Comm. Schaffner wrote a letter in support of Teen Voice as a private citizen.
- Comm. Schaffner also stated a film is being produced about young women in trouble including addressing the issues of girls who face a "difficult time" and may be at risk. The producers Lexi Leban and Lidia Szajko of LSFilms, of the film "Girl Trouble" requested the JJC write a letter in support of the project. Comm. Hale commented the JJC could write a

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letter of support once the project has researched the issues of its focus as it relates to young females. Comm. Adlo-Robinson remarked that a letter would not be appropriate unless the JJC is able to review the program through a presentation and further added the JJC develop a general policy to address issues relating to letters of support or endorsements. The Commission declined to take any action on the matter.

- Comm. Campbell requested the volunteer auxiliary attend the May meeting.

VIII. **Public Comments-** None.

IX. **ADJOURNMENT:** 6:30 p.m.

Douglas Lam, Secretary pro-tem



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

April 6, 2000

- I. **CALLED TO ORDER:** The meeting of the Juvenile Justice Commission was called to order by Rose Willis, Chair at 5:15pm.

- II. **ROLL CALL:** * arrived after roll was call

Commissioners Present:

Mary-Louise Adlo-Robinson
Georgia Creel-Bates
Damone Hale *
Douglas Lam
Laurie Schaffner
Karmen Williams *
Rose Willis

Commissioners Excused/Absent

Georgette Elizalde
Norma Campbell

Juvenile Court/Probation Department staff present:

Jesse Williams – Chief Probation Officer (CPO)
Gwendolyn Tucker – Assistant Chief Probation Officer
Omar Khalif – Ombudsperson

Guest Present:

Dr. James M. Calloway
Marlene Sanchez
Marlene Harris
Karen Jones-Mason
Jetzabel Diaz
Jessica Nowland-Green

Chair Willis explained that the guests were interviewed for the Commissioner vacancies. When Judge Hitchens, who is currently at a CJER Conference, has had an opportunity to review the applications and resumes from the candidates, the swearing in process will begin. The Juvenile Justice Commission should have a full compliment of Commissioners by May 2000.

- II. **APPROVAL of MINUTES:** minutes for the March General Meeting were incomplete (e.g. IV. Chief Probation officer Report). It was moved to table the March minutes for the May General Meeting. Motion: S/C.
- III. **CHIEF PROBATION OFFICER REPORT, Jesse Williams – CPO**

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➤ **Suicide Review Conferences**

Thaibiti Mtambuzi Director of Special Programs for Youth (SPY) and John Kennedy Assistant District Attorney spoke about the Suicide Review Conferences.

Mr. Mtambuzi began the discussion regarding the release of information from the Suicide Review Conference. Concern was expressed about sending all information from the Review Conference to the Commission. This was based on a quality assurance issue about what could be made public. However, recommendations will be sent to the Commission, as this doesn't jeopardize personnel and other confidential information.

Mr. Kennedy noted that if there were any attempted suicides, the Commission would get a report, but not specifics. If there were specific questions, information that could be released would be provided.

Both Mr. Mtambuzi and Mr. Kennedy acknowledged the Commission's investigator and subpoena powers and agreed to make information available on an "as needed" basis. The Commission was also informed that potential litigation issues surround suicides or attempted suicides.

Comments: Commissioner Adlo-Robinson requested a letter is drafted by Mr. Mtambuzi and Mr. Kennedy regarding the Suicide Conference Report for absent members.

➤ **Questions For The Ombudsman, Omar Khalif**

Chief Williams said that the low number of grievances was a reflection of the work done by the Ombudsperson. He also commented that the Ombudsperson was readily available, and noted the Ombudsperson's adeptness in responding and resolving issues. The Staff has positively responded about the Ombudsman to Chief Williams.

Commissioner Lam inquired about the incident labeled 0032 which stated that a minor alleged that staff had told other residents that he was gay, and is now being harassed by other residents in the unit and asked what policies/procedures were in place in regard to gay/lesbian youth.

The CPO responded that it is an individual matter of choice to reveal. There is no requirement in the department to disclose this type of information. The Ombudsperson added that a unit change couldn't be done, the staff was being addressed, and that counseling was available for the youth.

Comments: Commissioner Bates emphasized the potential need to move the youth to another unit. Commissioner Schaffner noted that education may be required of staff and that in the community we live in there are numerous resources with expertise. Commissioner Adlo-Robinson said that one time is one time too many. This is not the first incident regarding gay youth. There was a disclosure in the Beat a few months ago. This is the second recent incident. When previously doing an inspection, she did not recall a policy in Juvenile Hall or a policy in the Healthcare Manual addressing gay youth. Commissioner Adlo-Robinson referenced a no harassment policy. Chief Williams said that such a policy exists.

Chief Williams said that he will personally look into this grievance and perhaps there is something that can be done. The CPO further noted that (1) something needs to be done; and (2) they need to review the relevant portion [policy] if it exists, and (3) if the policy exists to see how they policy can be revised and if additional training may be needed. The Chair suggested that Commissioner Adlo-Robinson work with the Chief on the policy.

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The CPO said that he would report back to the JJC on Friday as to when an update on the grievance would be provided. Commissioner Lam asked if there was a designated separate area for gay/lesbians and asked hypothetically what they would do with a transsexual? Issues related to the above will be moved to another meeting. Mr. Khalife explained that the individual filing the grievance complained that others kids were harassing him, but he has not observed this and that at this time the grievance are an allegation. The Chair stated that she didn't want a harassment for this, this, and this, such as a mold on the face.

➤ **2000-2001 Budget.**

There was a meeting on April 3rd with the Mayor's Office. At the meeting (1) they [Probation Department] submitted a budget with no increase but with COLA, no additional enhancements, (2) one with one time costs requests, and (3) one with some enhancements.

➤ **Juvenile Hall Replacement Project**

Architects – Planning and Design sign-off recently. Del Campo and Mauru will be doing workshops on April 11, 12, 25 and 26 plus two additional May workshops on May 30, 31 in addition to May 16 and 17. In the main conference room or the training center from 10:30am-3:00pm on the 11th, and other workshops will start at 8:30am. There are a host of things in the planning and design, which will be forwarded to the Board of Corrections (e.g. core samplings, hazardous materials). The ground will break in the latter part of 2001 but the relocation work will start earlier. We can invite Chris Bigelow who is with the Department of Public Works. There will also be a Project Manager on-site.

➤ **Mayor's Conference on Women – April 25**

Assistant Chief Tucker reported that last year 120 women and chaperones were invited to attend the conference. This year there will be 160 women and chaperones. The Department will also provide scholarships for some young women to attend. The ratio in general is 5 young women and 1 chaperone. Last year, the Media interviewed 5 of the young women. We have obtained the guardian's permission for such interviews this year

On April 21 from 5pm-7pm there will be a reception for the young women. Assistant Chief Tucker stated that the young women are required to attend the pre-conference orientation, reception, and the full day conference. The conference fees are \$75 per person and a post conference debriefing may be required. Prior to attending the conference the Department will provide the attendees with instruction on appropriate behavior, and dress contributing to their overall learning experience.

Q & A: Commissioner Lam inquired about the source of funding for the training, the CPO informed him that this is from the Taniff budget. Commissioner Adlo-Robinson inquired about a stipend for the young women – to be used for things such as make-up, clothing. A: Assistant Chief Tucker explained that the clothing would be received from the Voluntary Auxiliary. Chair Willis reminded the JJC that their roles do not include monitoring the Juvenile Probation Department budgets.

Q: Commissioner Creel-Bates inquired about the Log Cabin upholstery program; following up on the issue regarding Taniff funding to LCRS earlier this year. **A:** Chief Williams informed the Commission that the approval regarding the upholstery program, should be known within the week. They have been working on the budget, over expenditure issues, and where revenue is due to the department. The status of supplemental funding, there was a discussion with the controller's office. When all is done, there will be an agreement on how much money there will be to the city and then the final "ok" on the

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release of funds within the next 30 days. Funding should be released soon. There is also the need to track requests and moneys as they come in. The additional budget is about \$500,000 which includes painting, cleaning-up, equipment and vehicle purchases. But then again, "it ain't over, till its over."

➤ **Project for Girls/Count**

Commissioner Schaffner commended the Chief and the Assistant Chief for pushing the project for Girls. She commented that the women's issues were made a priority.

Q: What is the Juvenile Hall Count today? **A:** 17 girls out of a total of 115 as of the 6 o'clock count.

There were 7 girls in G1 and 10 in Coed. **Q:** the 115 how many were repeat offenders? **A:** Chief Williams said he did not have that information but would verify it and make it available to the JJC.

Discussion: Comm. Adlo-Robinson stated that she would be interested in receiving such information if a report containing repeat offenders information is useful for the Department. Chief Williams said that this would be useful information in regard to population management (e.g. looking at releases, assessments).

➤ **PROP 21**

Q: Have any Prop 21 cases been reported in San Francisco? **A:** The CPO said that to the best of his knowledge, there were no Prop 21 cases in San Francisco although there are cases in the system, which qualified. However, the DA chose additional options. **Q:** Commissioner Adlo-Robinson asked if this information could be captured and tracked? **A:** Chief Williams responded that he can't speak for the DA's office, but San Francisco may face differently and better than other counties.

➤ **INSPECTION REPORT**

Chief Williams inquired if the Commissioners were going to distribute the report tonight?

The Chair said the report will be discussed, and that the Commission was still in the process of editing the existing draft; she further added that Chief Williams will be the first to get a copy of the edited report. Ms. Tucker asked if the Department would receive the report in draft form and if an opportunity to comment available? The Chair answered "yes" to both of the questions.

VI. CHAIR REPORT: Comm. Willis

Spring Retreat: Agenda & Planning

The Chair informed the Commission because of a scheduling conflict the Spring Retreat would be postponed this month. New Dates considered are May 6 (Saturday) and May 20 (Saturday). The Chair distributed a proposed agenda which included a welcome by Judge Hitchens; a presentation from Chief Williams; representatives from the three Commissions – Youth, Probation, and Delinquency [City and County of San Francisco is unique and different as we're the only county with a Probation Commission]; BOC training, overview of Title 15 and Inspection Forms, including a session to define the Goals of the Commission. . . .

Comments: Commissioner Bates-Creel expressed concern of the late retreat since the Facilities Committee timetables are scheduled for mid-April, not May. The Chair responded that new Commissioners will not be sworn in until she hears from Judge Hitchens and that the Facilities Committee could still continue with their timelines. The Chair also noted that there would be no break this year as the retreat is so late this year; she also added that work groups could be created (e.g. training) for the retreat.

Comments: Commissioner Hale interjected that the Executive Committee should put together an agenda. Commissioner Adlo-Robinson suggested that the retreat take on a different flavor. Making the

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retreat more interactive therefore permitting Commissioners to raise issues and concerns versus a presentation format. The Chair thought that the presentation format would be best, as it would be helpful to have such information. Commissioner Lam suggested an Orientation Booklet be designed from the information on file at the Commission's Office. Commissioner Adlo-Robinson said that Staff could develop such an Orientation Booklet. It was also emphasized that a part of the orientation [for new members] is interactive and enough time is set aside to work on issues and concerns.

Bylaws & Standing Rules

Commissioner Adlo-Robinson noted that a draft was completed in 1997 and a draft in 1999. She volunteered to have any suggested changes submitted to her and noted that we needed to move forward regarding the Bylaws and Standing Rules. Action to approve the Bylaws and Standing Rules is currently pending.

Inspection Report

The Chair asked if there were confidential items surrounding the report for discussion the meeting should move to a closed session. Commissioner Bates-Creel had comments about both the 1999 and proposed 2000 inspection report. Commissioner Adlo-Robinson was concerned that the documents were not sent out with enough time to adequately review. *Action item Motion:* Table the 1999 Inspection Report to the May 2000 meeting. S/ Vote was 3 for/2 opposed. The motion to table carried. The Chair moved into the next agenda item.

COMMITTEE REPORTS / Facilities Committee, Comm. Creel -Chair

-Commissioner Creel-Bates spoke about the need for a smoother Inspection Report that incorporates a step by step approach and feedback. Commissioner Hale mentioned the matter of process. He said that authorization to develop and focus on such a suggestion should be brought to the Executive Committee prior to coming before the full body.

-Commissioner Creel commended Commissioner Adlo-Robinson for reviewing the Incident and Grievance Reports for the last 3 months and for her work on the Bylaws. Commissioner Creel discussed finding ways, making it easier for the Commission to do the annual inspections encouraging members to focus on their interests. She also noted that the BOC and numerous agencies focus on many technical things and stated that the JJC's charge is with the welfare of the children. Comm. Creel informed the Commission that the facilities committee had put together a functional and easy inspection form. Commissioner Adlo-Robinson noted that the Facilities Committee meets next Thursday and that the committee would dissect further before providing the Executive Committee of the committee's updates.

-Chair Willis asked the Facilities Committee to move forward in the inspection and any questions will be addressed at the Executive Meeting. Commissioner Hale said that perhaps the new inspection form could be implemented next year because of the current April time lines. Commissioner Adlo-Robinson noted some problems with the BOC document as paragraphs for everything and some things not applicable. She suggested that the Commission look at the Youth Law Center Format to ensure that all was checked-off, with notes, recommendations, filling out with answer and having a checklist for Commissioners to go through. The Chair asked the Committee to bring the inspection form issues to the Executive Committee and they would look at it. *Action item Motion* Commissioner Hale moved that Facilities Committee would bring the report to the Executive Committee and then to propose to the full Commission. **S/C**

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V. OLD/NEW BUSINESS - There was no old or new business.

VI. SPECIAL ANNOUNCEMENTS

- Commissioner Schaffner has submitted her letter of resignation, as she will be relocating to Chicago. The May General Meeting will be her last meeting. She is completing her Ph.D. at UC Berkeley and will become an Assistant Professor at the University of Illinois's Chicago campus.
- Commissioner Hale noted that his team won the Championships.
- Commissioner Williams returned to the JJC after her leave of absence and was warmly welcomed back.

VII. PUBLIC COMMENTS

A Guest previously interviewed for the JJC vacancy inquired about the retreat and asked if it should be calendared. Guests advised of their availability regarding the retreat.

VIII. ADJOURNMENT - The meeting was adjourned at 6:59 pm.

Douglas Lam, Secretary pro-tem



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

May 4, 2000

I. Called To Order:

The meeting of the Juvenile Justice Commission was called to order by Rose L. Willis, Chair at 5:11pm.

II. New Commissioners Swearing

Judge Hitchens, swore in new Juvenile Justice Commissioners: Dr. James Calloway, Jetzabel Diaz, Jessica Nowland Green, Marlene Harris, Karen Jones-Mason, and Marlene Sanchez. A camera crew was present and videotaped the swearing-in and later the Commission's General Meeting. There was also an introduction of families and friends.

III. Special Presentation

Chair Willis made a special presentation to Commissioner Schaffner and thanked her being a major participant on the JJC. The Chair also expressed her appreciation to Comm. Schaffner's for the Court/Wardship Report and for assuming responsibility by recommending several of the new commissioners. Flowers were also presented to Comm. Schaffner by the Chair. Commissioner Schaffner who has resigned from the JJC to accept a tenor position at the University of Chicago.

IV. Roll Call: * arrived after roll was called

Commissioners Present:

Rose Willis	Damone Hale
Mary Louise Adlo-Robinson	Marlene Harris
James Calloway	Douglas Lam
Georgia Bates Creel	Karen Jones-Mason
Jetzabel Diaz	Marlene Sanchez
Georgette Elizalde*	Karmen Williams*
Jessica Nowland-Green	

Commissioners Excused/Absent

Norman Campbell -e

Juvenile Court/Probation Department staff present:

Donna L. Hitchens, Supervising Judge of Family Court
Gwendolyn Tucker, Assistant Chief Probation Officer
Janet Medina, Director Juvenile Hall
Omar Khalif, Ombudsperson

V. Approval of Minutes: as amended

Moved to approval **April** Minutes. Seconded Carried
Moved to approval **March** Minutes. Seconded.

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Amendment: Modifications to the March minutes. To remove the word "table" on page 2, under VI. Old Business, and to amend specific language "Motion to suspend the bylaws regarding filling the vacancy of the Secretary position until new members are sworn in at the May 2000 meeting . . ." *Action item:* Amendment seconded. Call for the question with motion and amendment. Passed.

Comm. Adlo-Robinson thanked Comm. Lam who assisted the JJC Administrator, in preparing succinct April minutes.

VI. Juvenile Probation Department Report, Gwen Tucker, Asst. Chief Probation Officer: *

• Update on Youth Media Expo

The Juvenile Probation Department together with Pacific News Service sponsored a Youth Media Expo during the month of April. Various organizations including the San Francisco Opera, the San Francisco Ballet, The Beat Within Arts and Drama Services attended the Expo. The Expo provided exhibits, an assembly, choirs, poetry, music, and The Spiritual Life Chorus sang. Youth from JH were able to attend and participate at the Expo and some participated with the S.F. Ballet. There were approximately 500 people from the community attending the Expo and no incidents occurred. Assistant Chief Tucker applauded the counselors, Janet Medina's staff, and the youth that had exemplary behavior.

• Women's Summit

Assistant Chief Tucker expressed appreciation for the support of the Commissioners and the Community for supporting the Women's Summit, which turned out well. Providing the females an opportunity to attend the Summit Juvenile Hall does things to afford youth exposure of what society expects of them. Although the numbers are up, that's not negative, as private placement is still an issue. One third of the kids are scheduled for placement. And, the count went as high as 150.

• Juvenile Hall Replacement Project

There was a meeting with the DPW and the Board of Architects to discuss the replacement project. Several meetings are scheduled for the JH replacement project and will include workshop sessions, to discuss design and basic information including the services that will be provided as well as the physical appearance of JH. Assistant Chief Tucker stated the project is moving along and expressed her appreciation for the Commissions' support.

Q&A: Was there any double bunking, noting the 132 capacity? A: Yes. Youth are brought to JH must be accepted. Ms. Tucker also noted that counselors keep the residents busy to allay any discomfort. There was also an incident on Monday, which was uncovered, and an escape plot was averted. six females were averted from escaping/ Ms. Medina chimed in referencing the occupancy for the girls was 19 in G1 and 14 in Coed for a total of 33 at this point.

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Comments: The Chair explained to the new members the history of Coed unit and stated "without the Coed Unit, we would have had 33 girls in G1." Commissioner Adlo-Robinson stated her gratitude to the Department for their work.

• **Questions for the Ombudsman***

Mr. Khalif, the Ombudsman distributed the monthly Ombudsman report to JJC members and requested the report is read prior to Q & A. Assistant Chief Tucker introduced the Ombudsman and welcomed the new members. Chief Williams was at Log Cabin Ranch attending a meeting.

A member inquired about a grievance, which referred to harassment, whether it was sexual harassment, verbal harassment, sexual preference, etc. A: Mr. Khalif stated no additional complaints were filed by this youth [as it relates to harassment]. Q: How was the issue resolved? A: A discussion took place between the youth and a counselor. The counselor was an advocate [for the youth filing the grievance], although a few residents continued to harass the youth by calling him offensive names, the youth was never ostracized in the unit. The youth thought that transferring would nullify the situation. However, it was explained that it could still happen elsewhere. Q: Is sensitivity training regarding sexual preference available? A: Ms. Medina interjected and noted that there was training on those issues.

During the April General Meeting, Chief Williams was asked to provide the JJC a copy of the Department's harassment policy as it relates to the detainees in JH and [LCRS] Ms. Tucker stated that a policy exist in place at JH. Residents are not permitted to harass and when it occurs a grievance may be filed. Chair Willis requested the Facilities Committee follow-up. Commissioner Schaffner noted that a follow-up report has been done and is documented in the Commission Office from the Chief and Mr. Khalif.

The capacity rate in JH during the month of April, were high due to "an explosion of the population" in the last two weeks. Since then the count has declined to 142. Q: Ms. Tucker was asked to reclassify the overcrowding. Was it due to 1/3 of the youth waiting for placement? A: When an increase in the population occurs, concerns arise about placement and Juvenile Hall expedites placing residents due to the increased population. Ms. Tucker appreciates any assistance regarding [placement] resources. Juvenile Hall is contracting with a community-based organization to address these issues. Over the last couple of months, the count has been around 110-112.

Discussions extend: what is the ethnicity of who was harassing whom? Were the resident African American and Hispanic? An African American harassed by an African American and Hispanic? Is the African American gay? The Ombudsman said that no, he was just soft spoken, and it turned out that he was good at basketball. The youth was perceived at being gay, speculation only since he was soft spoken.

Janet Medina spoke about the classifications and reclassifications. Medina continued by adding that perceptions -whatever they are -kids can be cruel and if there was a need to be moved, based on the classification and type of child, it would be done. The kids were

* Please note the following is a summary of the discussion. Specific language maybe modified.
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testing him and playing with him. There was an undercurrent and the kid brought it to the attention of the staff and the Ombudsman.

VI. Chair report:

Retreat: The agenda was modified and an update copy of the agenda circulated. The retreat will be on Saturday, May 20, 2000 from 10:00 a.m. -3:00 p.m.

VII. Committee Reports:

Committee Assignments: Committee assignments were distributed;

Court/ Wardship Committee: Commissioner Elizalde will chair the Court/Wardship Committee. Commissioner Elizalde noted that the shoes will be had to be filled and commended Commissioner Schaffner on her great work. Commissioner Elizalde will speak with Judge Hitchens to follow-up on the group home inspections.

Facilities Committee Report: will be discussed in the Executive Session.

VIII. Public comments: *


- Reverend Hawkins, a private citizen expressed concern regarding harassment. Reverend Hawkins stated he was involved in the community and had worked with both Commissioner Hale and Harris. He is also working with the drug diversion programs over at OMI.
- Another citizen commented about the fear in her neighborhood and applauded the JJC for their efforts.
- Commissioner Elizalde expressed her views surrounding drugs in the young Latino communities. Commissioner Elizalde further stated her desire to incorporate the Mission, with several other communities and counties in an effort of solving the problem.

IX. New Business:

The Commission would be interviewing for a vacancy — 1 youth and 1 adult. Comm. Adlo-Robinson suggested outreach in the Asian/Pacific Island Communities, including Samoan ethnicity. The Chair acknowledged the comments and supports outreach strategies.

X. Adjournment: Motion to adjourn to closed session 6:21 p.m. S/C.

Closed session adjourned @ 7:11 p.m.


Karmen Williams, Juvenile Justice Commission Secretary



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

June 1, 2000

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Comm. Georgette Elizalde (Vice-Chair) at time 5:20. p.m. No meeting quorum.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Comm. Calloway	Comm. Harris
Comm. Diaz	Comm. Jones-Mason
Comm. Elizalde	
Comm. Hale	

Commissioners Excused/Absent

Comm. Willis (e)	Comm. Green (a)
Comm. Adlo-Robinson (e)	Comm. Lam (e)
Comm. Campbell (e)	Comm. Sanchez (a)
Comm. Creel (e)	Comm. Williams (a)

Juvenile Court/Probation Department staff present:

Presiding Judge of Juvenile Court *absent--attending a court meeting.*
Jesse Williams, Chief Probation Officer

III. APPROVAL of MINUTES: no quorum for the approval of minutes.

IV. CHIEF PROBATION OFFICER REPORT

- ❖ J. H. Replacement project: the department has been gates in workshops aimed at detailing the program and preliminary design for the replacement facility. They [probation department] are working with a design team who works of the drawings and design. All staff will also have input into the design. This includes J. H. staff/counselors and those who work within juvenile hall. 2001 remainder groundbreaking gates and 2003 are the expected completion dates. The project is extensive and there are several city and federal guidelines the department must adhere to prior to the completion of the replaced juvenile hall.
- ❖ Contract renewal: 13 existing contracts have been renewed and the juvenile probation department. Seven of the contracts are for intensive home-based supervision to or SP process began in February 2000; community-based organizations approved was submitted to the juvenile probation commission by the program committee.

- ❖ Recap youth communication Expo: a follow-up session was done to plan assemblies over the next year with the hopes that the first sessions will begin in July 2000.
- ❖ **Q&A:** Q: has there been any discussion surrounding the design of an observation room in the replacement facility, to include larger, more visible] classrooms? A: one idea consistently discussed includes allocating space in the design with the possibility of contracting services with another agency for child care services [permitting those with younger children to visit detainees]. However there are challenges constructing such a room due to security concerns and budget limits. Comments: Commissioner Jones-Mason offered to assist the department with the design of the observation room as a result of her participation in the civic center courthouse child care design.

V. COMMITTEE REPORTS:

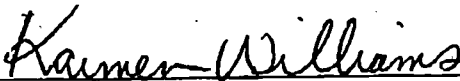
- ❖ **Facilities committee**-no reports
- ❖ **Court Wardship Report**-Commissioner Elizalde reported that the Courts Wardship Committee plans to meet during the month of July. She also reported that Judge Hitchens has not asked the JJC to review any group homes in San Francisco. Discussion: Can the JJC review group homes in other counties? Comm. Elizalde suggested this matter be discussed in the Executive Committee.

VI. OLD BUSINESS Retreat- the retreat was postponed in May and has not been rescheduled until the Chair confers with judge Hitchens and chief Williams about possible dates they can also attend the retreat.

VII. NEW BUSINESS:

- ❖ Commissioner Hale suggested the JJC arrange to have Youth Treatment and Education Court (Y-TEC) attend a JJC meeting, reviewing their program summary.
- ❖ Commissioner Jones- Mason informed the commission that legislation was pending surrounding confidentiality that would permit the J. J. C. to inquire into confidential records. The pending legislation was submitted through the Orange County Juvenile Justice Commission. Vice Chair Elizalde requested the pending legislation issues are tabled until the executive committee. Q: Commissioner Calloway requested clarification between confidentiality and non-confidentiality matters.

XI. ADJOURNMENT: 6 p.m.


Karmen Williams, Juvenile Justice Commission Secretary

JUVENILE JUSTICE COMMISSION
UN-ADOPTED MINUTES OF GENERAL MEETING

July 6, 2000

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Georgette Elizalde (V-Chair) at 5:05 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson

Lam

Calloway

Jones-Mason

Campbell

Sanchez

Creel

*Williams

Diaz

Nowland-Green

Harris

Commissioners Excused/Absent

Willis (LOA)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Executive Administrator

Donna L. Hitchens, Supervising Judge of Family Court

Jesse Williams, Chief Probation Officer

Guest Present:

Joann Chow Winship, Juvenile Replacement Project Coordinator

Danielle Cross, Special Programs for Youth, Health Education

Melina O'Grady

III. APPROVAL OF MINUTES: May General Meetings Minutes (as mailed) M/S/C; June General Meeting Minutes (as mailed) M/S/C.

IV. *PRESENTATION Teen Voices & Solutions: Danielle Cross & Melina O'Grady

Ms. Cross and Ms. O'Grady briefly explained how the creative writing and expression collaboration project began at Youth Guidance Center one year ago. They described how the female detainees are able to contribute their writings to Teen Voices magazine for publication. The Teen Voices magazine has a national readership of aprox 75,000, publishes [positive] articles about young women and includes information about females detained in juvenile facilities.

The collaboration project is an effort between Women of the Arts and Y-TEC (Youth Treatment and Education Court). This year an art exhibit has been planned and will include both writing and photography. This project has been titled "Girls in the Hall". Ms. O'Grady acknowledged that the community has supported both the participants and the project and requested the JJC and their

* Please note the following is a summary of the discussion. Specific language maybe modified.

community to continue supporting the project including financially.

V. CHIEF PROBATION OFFICER REPORT:- Jesse Williams, CPO *

Chief Williams introduced Joann Chow Winship, Coordinator for the Juvenile Hall Replacement Project. Ms. Chow Winship projects the replacement project will take three years. The current phase is program design for juvenile hall, which includes classroom evaluations. The initial schematics are also being completed. The new juvenile hall will be one-hundred (150) bed facility and is expected to cost approximately thirty-seven million dollars funded with both federal and state moneys.

Q & A: →Q: "Will the health program be expanded?" **A:** Yes. Extensive programming is being done. **Q:** [question addressed to Chief Williams] "Was an invitation extended to the JJC to participate in the replacement project?" **A:** No. the JJC has not been asked to participate at this point. However the JJC may contribute any questions or concerns. Input from the JJC is appreciated. Any role from the JJC at this point is premature. **Q:** "Is the design of classrooms and spacing being considered?" **A:** Yes. **Q:** Has an impact study been conducted within the community to enlist their voices? **A:** The community is to be advised through the Juvenile Probation Commission and Rev. Ridgeway who represents the surrounding community to avoid any surprises. Comm. Adlo Robinson requested Ms. Chow Winship attend periodic JJC meetings to keep the Commission apprised of the Replacement Project. Chief Williams agreed. Chief Williams interjected that a separate child care section for parents will be added while maintaining the JH policy that no children will be invited to the facility.

Q: Is there space available for teen mothers to see their parents? **A:** The interview room will be the designated area. **Q:** Can the initial schematics be made available for the JJC prior to the general meeting? **A:** The schematics have not been designed; however, when they are, they will be made available to the JJC. **Q:** Had there been any support for the project on the state level? **A:** The interest has surrounded the increase of bed capacity. The juvenile hall capacity will increase by 18 beds. **Q:** Will there be a new administration building? **A:** Currently, the changes are only for juvenile hall and do not include the other buildings although they will be impacted.

VI. JUDGES CORNER: Donna Hitchens, Supervising Judge Family Court*

-Judge Hitchens elaborated on the replacement project plan and shared her ideas to eventually build a family justice center added to the administration building.

-Kathryn Feinstein has been appointed by a Gov. Davis and will be the new delinquency court judge at youth guidance center. Judge McCarthy will be moving to the criminal division downtown.

Q & A: →Q: Has a family justice center gone through an approval process? **A:** No. Although it has gone through a preliminary design. There are no permits or anything else at this time. **Q:** Are there any tentative dates for the process? **A:** No. Funding is the issue. **Comments:** A JJC member was reviewing the probation report and asked the judge to explain 707 filings and remands. **A:** Any person in dates to have committed a crime prior to the aged 18. These are the cases where people are not picked up until they are between the ages of 24 and 25. The probation report reflects the number of people pending housing at the Hall Of Justice (HOJ). By law a person 18 years or older, with a case pending, must be housed at the HOJ. The burden is on the minor's attorneys to show why

a person should not be housed at the HOJ. The wait in balance takes into account the services needed at juvenile hall and the ages of the minors. Q: What happens to homeless youth in court? A: In court they are treated like every other youth. When these youth come into court they are adjudicated like other youths. There are occasions when we (the court) would release them- except they do not have parents. Q: Are emancipated minors who commit a crime treated as an adult? A: They are adjudicated as a minor if they are under the age of 18.

VI. CHAIR REPORT: Commissioner Elizalde, Vice Chair

-Commissioner Elizalde the Vice Chair informed the Commission that Commissioner Willis' mother has passed and that she has decided to take a leave of absence. Comm. Willis is entitled to three-months and anticipates returning to the JJC around September. Commissioner Elizalde also stated that she would keep Commissioner Willis abreast about what's happening on the JJC.

-Commissioner Elizalde spoke about the short term goals which included adoption of the [revised] bylaws, release of the 1999 inspection report, and completion of facility inspections. She also discussed plans for a winter retreat with the chair. However, due to the lateness in the year, it was determined that no retreat will be planned.

-Bylaws discussion: Motion-the bylaws are officially in the 30-day notification to adopt the bylaws S/c.

Commissioner Adlo-Robinson suggested that parliamentary procedures training on Robert's Rules Of Order be held soon.

-Inspection Report discussion: The Vice Chair sent Chief Williams and Judge Hitchens a copy of inspection report and requested their input. Several members commented about the report and proposed significant changes.

VII. COMMITTEE REPORTS:

- **Facilities Committee:** Commissioner Creel, Facilities Committee Chair informed the members that a tentative time line for facilities are the last ten days in September. Commissioner Elizalde requested the facilities committee complete the draft inspection tool prior to consideration for future use.
- **Court/Wardship Committee:** Q: When will the committee begin to meet? A: Commissioner Elizalde asked if Commissioner Williams would chair the Court/Wardship Committee in the interim. Commissioner Williams agreed to chair the committee and stated that committee members will work together with the facilities committee to perform facility inspections until further assignments are given.

VIII. OLD BUSINESS:

SB1611-Action item: motion-the JJC will send a letter of support to Sacramento in support of SB1611. S/C Commissioner Jones-Mason will draft the letter.

IX. ADJOURNMENT: 6:55 p.m. to closed session Meeting adjourned at 710 p.m.

Karmen Williams, JJC Secretary



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

SEPTEMBER 7, 2000

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Rose L. Willis, (Chair) at 5:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Dr. Calloway	Hale
Campbell	Harris
Diaz	Lam
Elizalde	Jones-Mason
Nowland-Green	Williams
Willis	

Commissioners Excused/Absent

Adlo-Robinson
Creel (loa)
Sanchez

Juvenile Court/Probation Department staff present:

Donna Hitchens, Supervising Judge of Juvenile Court
Jesse Williams, Chief Probation Officer
Janet Medina, Director Juvenile Hall
Omar Khalife, Ombudsman

Guest Present:

Sally Chow, Associate Superintendent, SFUSD
Lewis Garret, Principal Log Cabin Ranch School

III. APPROVAL of MINUTES: no approval of minutes from the August General Meeting due to tape problems.

IV. PRESENTATION, Sally Chow, San Francisco Unified School District:

Ms. Chow explained that her managerial style was not to micro manage the principals of court schools. Ms. Chow has reviewed the JJC 1999 Inspection Report and has visited and reviewed the programs at both Log Cabin Ranch School and Juvenile Hall. Ms. Chow is in agreement with the recommendations from the JJC surrounding the court schools, staff and school curriculum, and added additional areas of concerns raised during the observations and visits of the court school programs for both facilities which resulted in a "20 point Bulletin".

- ❖ Dr. Joe Buenavista is the principal to Juvenile Hall and Mr. Lewis Garret is assigned as principal

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- ❖ Dr. Joe Buenavista is the principal to Juvenile Hall and Mr. Lewis Garret is assigned as principal to Log Cabin Ranch School. Both principals plan to reconstruct the current school program. Ms. Chow added that some drastic measures would be taken to parallel the court school program with the [traditional] regular school program. Strides are also taken to create a better partnership with the Probation Department.
- ❖ A monthly administration meeting will be scheduled with the Probation Department and will include the principals that will address any problems, reviewing any progress and plans to identify the community based organizations providing academic services. LCRS also has a staffing change to add an Academic Counselor.
- ❖ Mr. Garrett echoed the concerns expressed by Ms. Chow and stated that he is committed to reconstructing the school program at Log Cabin Ranch School. Garrett also emphasized that two pathways / programs have been added to the school curriculum and that both schools have added a seven hour school day including social science contributing to the improvement of the court school for the detainees. Mr. Garrett distributed a master schedule of classes for LCRS and noted that science, math, ESL and special education teachers have been added to the LCRS program. He also noted that textbooks would also be available to the students at LCRS.
- ❖ **Q & A:** **Q:** How long has Mr. Garrett been a principal at LCRS? **A:** One month. **Q:** What will work with the young men to make them understand their outcomes? How will LCRS reach what is important to the youth as a student? **A-Mr. Garrett:** Most students read at a middle school level and their mentality is also that of a middle school student. Mr. Garrett explained that students must be convinced that they are important and that each step of their growth- is growth. He further stated that the cycle of self-doubt must be broken and consistency should be added to the educational experience which will be a priority benefiting the student once they leave the ranch. I RISE Initiative – see Calloway.
- ❖ **Q:** What are the criteria for the teachers at LCRS? **A-Ms. Chow:** Teachers will no longer be referred to LCRS as a result of reassignments. Teachers will be interviewed by the principals. Year round school is also being considered at LCRS to recruit teachers; active teacher recruitment, assessments and new school program are proposed strategies and programs to increase the interest of court school. **Comments:** Teachers should be more ethnically aware by having books, which address cultural awareness. **A-SFUSD:** The social studies class has been added to cover ethnic literature to address cultural issues. The teaching staff is predominately white and are good [teachers] and will be trained to address cultural needs in an effort to hone their skills. **Q:** Are there any bi-lingual or bi-cultural teachers at LCRS. **A:** No. Assistance is needed from the community to address those needs. As a result of the teachers shortage, getting teachers to go to LCRS is another problem. A discussion is continuing at San Francisco State to recruit minority teachers.

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IV. CHIEF PROBATION OFFICER REPORT, Jesse Williams

- ❖ The Probation Department and Volunteer Auxiliary has received funding for a librarian. Books will be received from a number sources, and will be available to the units. Library services including library cards and storytelling may also be available to the detainees. **Q:** will there be an evaluation of the books before they are distributed?
A: the Free Library will hire the librarian.
- ❖ Chief Williams reported that during Labor Day weekend a number of youth on probation attended a Giants baseball game and it was reported that the youth had a good time.
- ❖ Chief Williams also announced that Julie Posada is the Coordinator of Girls Program and she will be developing curriculum standards for the female detainees.
- ❖ Juvenile Hall replacement project schematizes will happen September 8, 2000.

V. CHAIR REPORT, Commission Rose Willis

- ❖ **Facility Inspections** Juvenile Hall inspections will begin during the month of September and Log Cabin Ranch inspections will begin in October. The Chair requested all members to participate in the inspections.
- ❖ **Education Committee** expressed an interest in working with the Librarian.

XII. ADJOURNMENT to closed session @ 6:45 p.m.

Karmen Williams, JJC Secretary



**JUVENILE JUSTICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
JUVENILE JUSTICE COMMISSION
UN-ADOPTED MINUTES OF GENERAL MEETING**

OCTOBER 5, 2000

I. Called To Order:

The meeting of the Juvenile Justice Commission was called to order by Rose L. Willis (Chair) at 5:10 p.m..

II. Roll Call: * arrived after roll was call

Commissioners Present:

Adlo-Robinson	Hale
Calloway	Harris
Campbell	Lam
Diaz	Williams
Elizalde	Willis

Commissioners Excused/ Absent

Creel (loa)
Jones-Mason (e)
Nowland-Green (e)
Sanchez (e)

Juvenile Court/Probation Department staff present:

Donna Hitchens, Supervising Judge of Juvenile Court
Jesse Williams, Chief Probation Officer
Janet Medina, Director Juvenile Hall
Omar Khalif, Ombudsman
Cheyenne Bell, Director Community Programs
Julie Posadas

S.F. Unified School District staff present:

Dr. Joe Buenavista, Principal Woodside Learning Center
Mr. Lewis Garrett, Principal Log Cabin Ranch School

III. JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court

- ❖ Judge Hitchens informed the Commission that each member will receive an organizational survey. She requested each member to complete the survey once it is received and return it in the enclosed envelope.

IV. PRESENTATION: Julie Posadas and Cheyenne Bell, Director Community Programs:

- ❖ Girls Programs-A variety of programs are being offered to the female detainees including Sage school, Ctr.Prog Den. and BRAVA-journal expressive arts.
- ❖ Night time (support groups) Oct -co-ed unit Betty Riches; 70-80 Females AA; 15-20 Latino specific, Bilingual being created.
- ❖ Girl project-Center for Young Woman's Dev. 4 girls coalition conference (available in & out) April 2001. A 12 steps, spiritual (Rev.Dunbar). NA requested the addition of a

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youth facilitator, rehabilitation services (based on training recovery)-pending, teaching individual living skills, etc.

- ❖ If anyone is interested from the Commission to assist as a speaker and/or presenter for the job awareness (job clinics), please contact Ms. Posadas.
- ❖ Juvenile Probation Department –pilot project (two probation officers assigned to girls cases) By Gwen Smith, and Stephanie Speech: hopefully all girls unit. Central American Agency –cultural background Promoters de central –trained mental health promoters for girls get our youth involved to be trained.

VI. CHIEF PROBATION OFFICER REPORT, ASSISTANT CHIEF Gwen Tucker

Assistant Chief Tucker briefly discussed the following items:

- ❖ **Juvenile Hall replacement project** – is on schedule for March 1, 2001 and modular units will replace (RU). December 2001 Phase I demolition of all except boy's cottages,(RU), Chapel, Merit Center, Admissions, and Co-ed. In Phase II residents will move to the new Juvenile Hall and the B cottages will be demolished. Juvenile Hall current rate capacity is 124 and will increase to 135. Several programs will experience a transition during the replacement project (including group activities, programs, and group meetings, etc). Chief Tucker encouraged ideas and comments from the JJC as it relates to the replacement project and will keep the commissioners updated on the anticipated changes expected.
- ❖ **Staff Concerns** - On-going dialog with staff (via weekly meetings) to address their concerns regarding the project and it's affect on staff. Utilizing focus groups, newsletters, announcements, and management meeting to ensure effective communication.
- ❖ **NCCD**- In process of conducting focus groups with juvenile (to obtain feedback) and preparing 5 year strategic and action plans.
- ❖ **Ombudsman Report: Omar Khalif**
Mr. Khalife explained that the filing of grievances were low; and may be contributed to due to youth not understanding their rights. Many have complained that staff will give them room time if they file a grievance. Mr. Khalife attended mediation training and is in the process of implementing mediation techniques for detained youth. He continues to work on ways to educate youth (literacy/reading/writing skills) and staff on the grievance process. There are also language barriers (making it difficult for the detainees to write grievances) **Q:** Can an agency provide interpreter services to Juvenile Hall?

Comment: Also, upon visiting the hall throughout the year, the Commission has sited that this is a reoccurring concern and there are not enough handbooks on the units for detainees. What process is in place to ensure that there are enough handbooks for all detainees?

A-Medina: We have an adequate supply of handbook- on hand, but we must ensure that they get to the units/detainees.

Q: How do you make sure that detainees and staff understand the grievance process?

Chief Tucker added: We are monitoring the procedures and practices (it is possible that someone could not receive the handbook, due to the supply of handbooks not being replenished. In addition, there are staff shortages, which can leave many employees

feeling frustrated /overworked. It appears that some staff don't understand the grievance process, they sometimes feel threatened by it.

Q: The Commission suggests that monitoring procedure be implemented for both detainees and employees in an effort to establish consistent practices according to Title 15 guidelines.

Comments: Comm. Willis requested that this issue be forwarded to the Executive Committee for further discussion.

VII. Perspective - Dr. Joe Buenavista S.F. Unified School District:

Dr. Buenavista & Mr. Garrett provided a short presentation on behalf of the school department:

- ❖ An Administrative team includes members of the probation department and the unified school district) meet the second Wednesday of the month.

- ❖ The school department plans to assist students in their transition from JH to traditional schools; including improving the educational systems at both LCRS and JH is implementing goals.

Comments: the JJC Education Committee was asked to participate on the Replacement Project. Assistant Chief Tucker will follow up with the CPO to determine ways the JJC and the Probation Department can mutually support each other and work together.

- ❖ Mr. Garrett stated that he and Johnny Miller, Director of LCRS, are working together to develop staff- line relation and coordinator assistance. He further emphasized that staffing problems and securing minority paraprofessionals are the challenges Garrett faces at LCRS. The school department is prepared to provide mileage, differential pay and other perks to attract qualified teachers.

VIII. CHAIR REPORT: Commission Rose Willis

- ❖ Juvenile Hall 2000 inspections; Commission Willis stated that an additional two weeks was necessary for the completion of JH inspections. As a result the pre-inspection meeting at LCRS will be rescheduled along with the post-inspection meeting for JH.

- ❖ Bylaws –were sent to members regarding section 32(a,b,c) . They will be followed up at the Executive Committee Meeting on October 26 @ 5:00 p.m. Commissioner Hale reminded members that conflict of interest passed permitting Commissioners to serve on both commissions, He stated this is a dead issue and if conflict arises, it should be reviewed.

IX. NEW BUSINESS:

- ❖ Suggestion- Send a Get Well card to Yolanda Bell, Executive Administrator;

- ❖ Commissioner Hale stated that the JPC convened (various groups) to discuss the school programs at LCRS.

- ❖ Members also recommended that at a follow up on Administrative issues should be done in closed session as it relates to personnel matters

ADJOURNMENT: 7:20 p.m.

Karmen Williams, JJC Secretary

JUVENILE JUSTICE COMMISSION
UN-ADOPTED MINUTES OF GENERAL MEETING

NOVEMBER 2, 2000

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by vice Georgette Elizalde (Chair) at 5:20 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Dr. Calloway	*Hale
Elizalde	*Diaz
*Willis	Adlo-Robinson
Lam	Williams
Jones-Mason	*Sanchez

Commissioners Excused/ Absent

Creel (loa)
Campbell(e)
Harris(a)
Nowland-Green (loa)

Juvenile Court/Probation Department staff present:

Yolanda Bell, Exec. Administrator
Donna Hitchens, Supervising Judge of Family Court
Jesse Williams, Chief Probation Officer
Gwen Tucker, Assistant Chief Probation Officer
Janet Medina, Director Juvenile Hall

Guest Present:

Jon Schiller, Director Family Court Services

III. CHIEF PROBATION OFFICER REPORT, Jesse Williams

Chief Williams probation report was open to questions and answers regarding the replacement project. Comm. Elizalde, Vice Chair asked commissioners if they had any questions surrounding the Replacement Project. The Commissioners had no new questions for the CPO. *Discussion:* to include the Ombudsman to the agenda. Currently the Ombudsman meets with the Executive Committee.

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IV. JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court

- ❖ Judge Hitchens spoke about the proposed family violence court which will be an alternative to out of home placement after a minor enters a plea or allegations of family violence are found to be true. Plans for the Family Violence Court will include wrap around services for the child, victim and other appropriate family members. Judge Hitchens will be the Judicial Officer for the Family Violence Court
Q: Define the grandparent role in family violence court **A:** An example would be, if the grandparent was a victim of violence perpetrated by a child in their care.

V. CHAIR REPORT, Comm. Rose Willis*

- ❖ **Commissioner Willis** asks members to elect members to the Nominating Committee. Commissioner Elizalde proposed a nominating committee slate. Commissioner Adlo-Robinson requested the minutes reflect her objection to the nominating committee slate. Commissioner's Calloway, Diaz, Harris, Hale, Adlo-Robinson, and Jones-Mason were the nominating committee nominees. Chair Willis requested Comm. Williams and Sanchez to tally the votes. The following members were elected to the nominating committee Commissioners Calloway, Hale, Jones-Mason and Diaz.
- ❖ **JJC Facility Inspections** has been delayed but are expected to be completed by the end of the year.
- ❖ **The Executive Committee** addressed the question surrounding the "conflict of interest" section of the By Laws. A review of the City Charter confirmed that the JJC is not under its purview since the JJC is not a city appointed commission. Moreover, after reviewing an earlier version of the By -Laws, there was no reference to conflict of interest as it pertains to members occupying seats on both the JJC and JPC. At this point, it is a moot issue

VI. NEW BUSINESS:

- ❖ Commissioner Williams commented about the roles and level of commitment that each JJC member must have. "We must re-examine whether we are truly committed to being an active participant of JJC and keep our focus on serving and advocating the youth."
- ❖ Commissioner Diaz expressed her frustration about the internal Organizational Tool.

VII. ADJOURNMENT to closed session at 6:00 pm

Karmen Williams, JJC Secretary

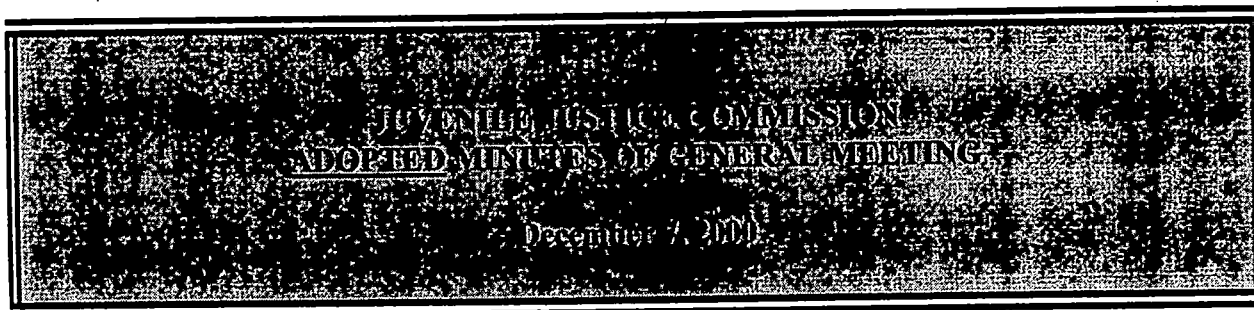
* specific language has been modify to summarize the minutes



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO



I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission was called to order by Chair Willis @ 5:10 PM

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

Commissioners Present:

M.L. Adlo-Robinson	Harris
Dr. Calloway	Lam
Diaz	Jones- Mason
Elizalde	Sanchez
Nowland- Green	Williams
Willis	

Commissioners Excused/Absent:

Bates-Creel (e)
Hale (e)

Juvenile Court/Probation Department staff present:

Donna Hitchens, Supervising Judge of Family Court experienced a death in her family and was not present at the JJC meeting.

Guest Present:

Joann Chow Winshow, Juvenile Hall Replacement Project
Cassie Coleman, Coordinator of Continuum Care Program
Tim Diestal, Assistant Director of Juvenile Hall

III. **APPROVAL of MINUTES:** October and November minutes not adopted; held over to January Meeting. M/S/C

IV. **CHIEF PROBATION OFFICER REPORT, Tim Diestal, Asst. Director of Juvenile Hall**

Mr. Diestal reported on behalf of CPO Williams, Juvenile Probation Department and the Juvenile Hall. The following items were highlighted:

- ❖ A follow-up to the 1999 Youth Expo is expected in 2001;

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- ❖ There has been a series of fights in units in B3, B4 and B5. According to Diestal a primary contributor to the disruption on the units are the results of placement failures.

REPLACEMENT PROJECT UPDATE: Joann Chow Winshow

- ❖ A modular unit will be used in Juvenile Hall beginning in May 2001. RU is expected to lose twenty-eight beds during the project.
- ❖ The JH replacement project team meets every other day regarding the design of the new facility, which will include additional classrooms and chapel. During the relocation phase, gym, chapel and identified units will not be available. Outdoor Recreation will be available, monitored by the staff who will be creative to ensure large muscle exercises continue for the detainees. The Administration building will be the entrance for Juvenile Hall.
- ❖ **Q & A:** **Q:** Has there been any resolution to the parking? **A:** A special parking request has been submitted to the Department of Parking and Traffic (DPT). Ms. Chow Winshow informed the JJC that a substantial amount of the current parking would not be available. She further explained that the department has contacted Macateer High School and Laguna Honda Hospital for parking options. **Q:** Will classes be held in other units or the gym? **A:** A new gym is apart of the replacement project. **Q:** During the replacement construction are sheriffs expected to be added? **A:** A request for additional sheriffs has been made and denied; the sheriff's primary responsibilities are to the court and their hours. **Q:** How will the classrooms be structured to ensure privacy and confidentiality? **A:** The day room will be available as a confidential location.

Discussion: Ms. Chow Winshow addressed the concern surrounding childcare; and informed the Commission that Laguna Honda is also looking at the childcare problem. She also explained that the childcare waiting area would not be available unless it initiated by the court. It is a possibility that a separate child car area may not occur.

V. CHAIR REPORT, Rose L. Willis- Chair:

- ❖ Chair Willis reported that the Juvenile Hall inspection report will be in house document and will not include any sections not submitted as of today.
- ❖ *Recommendation:* A letter of appreciation is prepared for Commissioners Schaffner and Campbell for their substantial contribution to the JJC.
- ❖ Comm. Harris, incident report reviewer- reported there were thirty-three fights and nine suicidal gestures, attempts, ideation reported.

VI. COMMITTEE REPORTS: Comm. Dr. Calloway the nominating committee

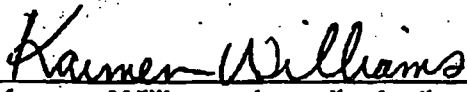
JJC Adopted Minutes Of General Meeting
December 7, 2000

convenor recommended a slate of officers for the 2001 year; Chair Elizalde, Vice Chair Williams, Secretary Diaz, Treasury Jones-Mason, at large Dr. Calloway and Commissioner Damon Hale. M/S/C slate accepted. No abstentions. Opposed, Commissioner Lam.

VII. NEW BUSINESS

- ❖ Commissioner Nowland-Green informed the Commission of her appearance before the Board of Supervisors and informed the audience that she is a member of the Juvenile Justice Commission.
- ❖ Commissioner Willis expressed her frustrations with members of the JJC this year.

VIII. ADJOURNMENT: @ 6:15 p m



Karmen Williams, Juvenile Justice Commission Secretary



Juvenile Justice Commission

City and County of San Francisco

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

October 4, 2001

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Comm. Karen Jones-Mason, Treasurer @ 5:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson

Calloway

Hale

Harris*

Jones-Mason

Lam

Commissioners Excused/ Absent

Bates Creel (e)

Elizalde (e)

Sanchez (a)

Willis (e)

Juvenile Court/Probation Department staff present:

Yolanda McGary-Beitia, JJC Executive Administrator

Robert Wertz, Director of Probation

Janet Medina, Director of Juvenile Hall

Guest Present:

Linda Miles, Principal County Court Schools

Christine Baker, Assistant Principal Woodside Learning Center

Jim Fithian, Assistant Principal Log Cabin Ranch School

III. PRESENTATION: Linda Miles, Principal County Court Schools

- Linda Miles Principal of Community Schools explained the roles and responsibilities of the assistant principles at the Court Community Schools. Ms. Miles has been with SFUSD for more than thirty years and is working with six assistant principles that include Christine Baker and Jim Fithian.
- Christine Baker: Ms. Baker distributed a status report of Woodside Learning Center and spoke about the new leadership team. The Commission was informed of the new art and G.E.D. programs added to the curriculum in the 2nd semester. Textbooks are also available in every subject. Many students are at various grade levels, which produces a challenge to the teachers. A teacher has been hired to perform academic assessments at JH; the

Adopted General Meeting Minutes

October 4, 2001

classrooms have been decorated and look much better. A computerized grading program will be implemented for Special Education and regular education students and really helpful to this population. The special education students are taught separately. The special education individual tutoring when the regular students are in the physical education classes. There is not special education classroom designated for the students at this time.

- Jim Fithian Log Cabin Ranch School: Mr. Fithian distributed a report previously provided to the JPC for JJC members as well. The Commission was informed about the meetings Mr. Fithian has been attending with Johnny Miller and Donald Sanders to develop a plan for LCRS. A larger meeting was also attended Chief Williams, and others [to collaboratively assess the needs of LCRS, hear ideas and changes. A digital high school program is in the stages of implementation, which will also include wireless Internet access throughout the entire school building. Additionally a student information system (SIS) will also be installed, permitting better access to student records, making it easier. GED tests date are upcoming and scheduled for 10/24 and the week after. Chief Williams and Mr. Miller have approved outdoor education for the science class. Young community developers, job careers, swimming classes and more are just a few of the programs that will be added to the LCRS curriculum. Comm. Dr. Calloway (Chair JJC Education Committee) thanked SFUSD for attending the JJC meeting. Comm. Harris commended SFUSD on the hiring of diversity teachers.

Q: What is Ethnic makeup of teachers? **A:** The diversity of teachers includes four Hispanics, two African Americans, one Euro-Indian, and six White at Juvenile Hall. Log Cabin Ranch School counselors are one Pakats, one Puerto Rican, one Hispanic and four White. Three Special Education teachers at Juvenile Hall and one at Log Cabin Ranch School. There are two Paraprofessionals at Log Cabin Ranch School. **Q:** Are more library books needed? **A:** Yes. Specifically, the student council requested more ethnic materials.

Comment- IEP's are educational plans and should be [regularly] updated. The JJC will review the IEP's during its' annual inspection and the School Department will be contacted regarding inspection dates, times and compliance issues. **A:** Ms. Miles: special education compliance is a priority for SFUSD. Factors affecting the IEP compliance are those students the district loses track of.

Q: What are three your top priorities? **A:** Mr. Fithian: 1) developing partnership with community mental health as it relates to IEP's. 2) The school is in the process of preparing students for the GED tests; however, transportation by staff is an issue. **Discussion:** the staffing issue relates to personnel and how counseling staff is processed and hired. 3) Desire educate youth in the outdoor component program at LCRS; utilizing more than the currently used 1-acre of the 700 acres at the Ranch...perhaps partnering with the Urban Pioneers and other agencies may be an option. Ms. Baker: 1) addressing the lack of connection with student information system 2) Computers. Computers are in storage during the JH renovation. There are a few computers on the units [youth may access in the classroom however the concern is the number of computers held in storage over the next two years during the construction time.

IV. PROBATION DEPARTMENT REPORT, Robert Wertz Director of Probation

Mr. Wertz informed the Commission that Chief Williams lost his son and the Department is moving along in his absences. ACPO Tucker is in charge of the Department until Chief Williams's returns. Comm. Jones-Mason stated that the JJC is grieved for the Chief Williams loss and others who experienced a lost in the Department and/or YGC building.

Adopted General Meeting Minutes

October 4, 2001

V. CHAIR REPORT, Comm. Jones Mason, Treasurer

Comm. Jones-Mason stated that Judge Hitchens sends her regards and provides the JJC a report on the M.A.J.J.I.C. Youth Summit. The report was distributed to members. Mr. Wertz commented that the summit had a good panel and focus groups were held in the morning. Ms. Medina stated that all the [detained] youth participated in the M.A.J.J.I.C. Summit including B-5 youth who did not come down, although some of the panelist went to the units. After the Summit the youth remained effected. ON the units they continued to provide feedback. The Summit was a really positive and appropriate way of permitting youth to speak their issues regarding school, mental health, and court maturely.

VI. COMMITTEE REPORTS:

Comm. Harris, Inspections of Adult Lock-ups will be performed during the month of November 2001. All members are expected to participate in the inspections.

VII. ADJOURNMENT: @ 6:00 p.m.

Christine - please review & edit these minutes from your presentation to ensure accuracy. The minutes will be published 12-30-04. Thank you.

PRESENTATION: Linda Miles, Principal County Court Schools

- Linda Miles Principal of Community Schools explained the roles and responsibilities of the assistant principals at the Court Community Schools. Ms. Miles has been with SFUSD for more than thirty years and is working with six assistant principals that include Christine Baker and Jim Fithian.

- Christine Baker: Ms. Baker distributed a status report of Woodside Learning Center and spoke about the new leadership team. The Commission was informed of the new art and G.E.D. programs added to the curriculum in the 2nd semester. Textbooks are also available in every subject. Many students are at various grade levels, which produces a challenge to the teachers. A teacher has been hired to perform academic assessments at JH; the classrooms have been decorated and look much better. A computerized grading program will be implemented for Special Education and regular education students and really helpful to this population. The special education students will be taught together with the other students and will receive individual tutoring when the regular students are in the physical education classes. This new change will benefit all students.

Jim Fithian Log Cabin Ranch School: Mr. Fithian distributed a report previously provided to the JPC for JJC members as well. The Commission was informed about the meetings Mr. Fithian has been attending with Johnny Miller and Donald Sanders to develop a plan for LCRS. A larger meeting was also attended Chief Williams, and others [to collaboratively assess the needs of LCRS, hear ideas and changes. A digital high school program is in the stages of implementation, which will also include wireless Internet access throughout the entire school building. Additionally a student information system (SIS) will also be installed, permitting better access to student records, making it easier. GED tests date are upcoming and scheduled for 10/24 and the week after. Chief Williams and Mr. Miller have approved outdoor education for the science class. Young community developers, job careers, swimming classes and more are just a few of the programs that will be added to the LCRS curriculum. Comm. Dr. Calloway (Chair JJC Education Committee) thanked SFUSD for attending the JJC meeting. Comm. Harris commended SFUSD on the hiring of diversity teachers.

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Discussion: the staffing issue relates to personnel and how counseling staff is processed and hired. 3) Desire educate youth in the outdoor component program at LCRS; utilizing more than the currently used 1-acre of the 700 acres at the Ranch...perhaps partnering with the Urban Pioneers and other agencies may be an option. Ms. Baker: 1) addressing the lack of connection with student information system 2) Computers. Computers are in storage during the JH renovation. There are a few computers on the units [youth may access in the classroom however the concern is the number of computers held in storage over the next two years during the construction time.

UN-ADOPTED

JUVENILE JUSTICE COMMISSION
UN-ADOPTED MINUTES OF GENERAL MEETING

February 1, 2001

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chair Elizalde at 5:14 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson	Calloway
Booker	Elizalde
Nowland-Green	Hale
Harris	Lam
Jones-Mason	Sanchez
Willis	Bates Creel

Commissioners Excused/ Absent:

Diaz (e)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Executive Administrator
Jesse Williams, Chief Probation Officer
Janet Medina, Director of Juvenile Hall
Gwen Tucker, Assistant Chief Probation Officer
Dr. Joe Buenavista, Principal Woodside Learning Center
Lewis Garrett, Principal Log Cabin Ranch School

III. APPROVAL of MINUTES: January minutes adopted with changes.

IV. Court School Reports: Dr. Joe Buenavista, Lewis Garret, Principals

Dr. Buenavista distributed the school schedule for Woodside Learning Center at Juvenile Hall and explained that computer technology will be implemented in the classrooms at JH.

- ❖ **Computer technology** -the school department is planning to purchase lap top computers making them available for all students detained in JH. Both teachers and students will benefit from the new technology. Eventually personal computers will be installed in all the classrooms once the security concerns are resolved.
- ❖ **Proficiency tests**- Detainees will be given proficiency tests during the week of 2/12/01.
- ❖ Faculty and staff at Woodside are actively involved in the planning of the replacement project and are executed about participating in the project.
- ❖ **Q:** Is it true Sally Chow no longer works for the SFUSD? **A:** Yes. MS. Chow has resigned from the SFUSD and taken another position.
- ❖ Mr. Lewis Garrett stated there are 14 young men in the GED Program who are juniors and seniors who took the GED tests. The length on time the men are at Log Cabin Ranch School ranged from 8-

Un-Adopted General Meeting Minutes

February 1, 2001

10 months and the average age is between 17 and 18 years old. One detained has graduated. Four more young men are expected to graduate at the end of the year 2001. Nine young men graduated through the aftercare program. The school of African achievers programs a College Program that includes an AA Degree program through City College. Four men are involved in this program.

- ❖ The Ranch school has two teaching positions are in the process of being filled. **Q:** What do paraprofessionals do? **A:** They work hand in hand with the teachers. **Q:** Are books in place at Woodside and the Ranch? **A:** Not yet but are being worked on. **Q:** Has paraprofessionals been hired? **A:** yes. Although many don't have transportation. Three paraprofessionals have been hired who work with the ESL students. **Q:** What percentages of the youth are identifying special education students? **A:** 25% of the students are identified as special education students. The chair Elizalde stated that she is glad about the after care program at LCRS. The JJC expressed their continues support the for education department. [Comm. Nowland-Green commented that several Boys from LCRS were at Borders Books Store last weekend. **Q:** Are books needed at LCRS? **A:** Yes. Mr. Garrett is constructing a library at LCRS.]

V. CHIEF PROBATION OFFICER REPORT: Jesse Williams, CPO

John S was the winner of the Martin Luther King poetry contest and has received numerous solicitations to appear on Television. It was great experience for John S, benefiting Juvenile Probation Department, Log Cabin Ranch School and S. F. Writers Corp.

- ❖ **The Budget** process 2001-2002 will be submitted to the Mayors Office by 2-21-01.
- ❖ **Juvenile Hall Replacement Project-** beginning next month some staff will be relocated. Beginning with Traffic Court who will move to Mc Allister Street, Traffic Court will be relocated as well as Friedman. Ground breaking will not be in yet. A temporary modular will be placed in behind B-1. Joann Chow Winshow is the contact person and coordinator of the project. Emily Wilson will be discussing the replacement project and several issues in Juvenile Justice System on channel 9.
- ❖ **Cultural arts program** several organizations will be apart of this program.
- ❖ **Mental Health** Chief Williams has met with Dr. Katz Director of the SF Public Health Department will visit the units; Juvenile Hall is helped he will be able to provide some resolves for detainees and staff Dr. Katz in conjunction with SPY.
- ❖ **Shift Cardenize Act** 2.8 million was targeted to San Francisco a demonstrated act to recap a plan, a body. The Juvenile justice Counsel 2/08/01 1:30-3:00 p.m. (A meeting in March will be an evening meeting). Money is available for 18 months and must be spent with the time. The governor has requested similar funding for the next 1-5 years hopefully, two years of funding will be available. The MCJC are the lead although the JJC coordinating counsel is the Juvenile Probation Department. Cassie distributed the Juvenile Probation Department Prevention and Intervention Program.
- ❖ **Questions & Answers:** **Q:** What is the freeze on filling positions? **A:** There are currently no vacancies in the Department. **Q:** How many counselors are out on assault pay? **A:** Ms. Medina responded that twelve counselors were out on modified assault. **Q:** Is there an environmental study been deveolped. **A:** The National Environmental Mental Agency has requested an environmental study be done. Asbestos Abatement will be performed on varies level Federal State and City. No staff will be in the Building while the Abatement is being done.

Un-Adopted General Meeting Minutes
February 1, 2001

Q: Has any work has been done with Merchants Association, Muni, and SFUSD as it relates to the replacement project? **A:** Three meetings has been held to address the Comm. concerns and traffic vanpools, is being addressed and will not be able to satisfy everyone. *Discussion Asbestos* – there will be no inhabitants during the asbestos abatement. A modular unit will be bought in behind B-1. **Q:** Counselors are concerned about the asbestos including the floating of asbestos. **A:** The department is ensuring that people will not be around for the asbestos. Budget and abatement issues were recommended to the faculty committee look at these issues separately. Action item motion> invite the Chief to discuss the budget at March JJC meeting s/c. Ms. Chow Winshow was also requested to attend the next JJC meeting.

- ❖ **Ombudsman, Omar Khalife:** **Q:** Any grievances for Log Cabin Ranch? **A:** No. Youth do write complaints however, since they have access to staff they grievances are minimal. **Q:** Are staff being trained on cultural sensitivity? **A:** Medina stated the staff has not been trained for sometime due to staff shortage there was a discussion regarding sometime ago. **Q:** Staff training at LCRS? **A:** The chief interjected that youth will be trained on rights and responsibilities, and the department has additional priorities. The training must be coordinated properly for both staff and youth to address issues from both sides. Ms. Tucker informed the JJC that the policies and procedures would be updated.

VI. CHAIR REPORT: Georgette Elizalde, Chair

Chair Elizalde stated that a letter has been drafted to Ms. Ackerman, Superintendent requesting who will be the contact person between SFUSD, JJC, and Juvenile Probation Department as it relates to court schools. She interacted that the JJC has worked hard with SFUSD. **Q:** Will monolingual students benefit with the new computer system? **A:** The needs of the monolingual students will be met through the new technology.

VII. COMMITTEE REPORTS:

Court/ Wardship will host a group home training on 3/15/01 at 5:00 p.m.

Executive meeting Comm. Booker reminded members about the retreat and urged all committee chairs and all JJC members to attend.

VIII. OLD BUSINESS: The mother of the youth who was assaulted sent Dr. Calloway a thank you letter for assisting her son in being transferred to another school.

IX. NEW BUSINESS:

- ❖ T-shirts for the JJC
- ❖ JJC will begin planning hold meetings in the community this year.

X. ADJOURNMENT: @ 7:30 p.m.

Jetzabel Diaz, JJC Secretary

JUVENILE JUSTICE COMMISSION
UN-ADOPTED MINUTES OF GENERAL MEETING

March 1, 2001

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chair Elizalde at 5:14 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Booker	Calloway
Nowland-Green	Elizalde
Hale	Harris
Jones-Mason	Sanchez
Willis	Bates Creel

Commissioners Excused/ Absent

Diaz (a)
Adlo-Robinson (e)
Lam (e)

Juvenile Court/Probation Department staff present:

Yolanda Bell, JJC Executive Administrator
Jesse Williams, Chief Probation Officer
Janet Medina, Director of Juvenile Hall
Gwen Tucker, Assistant Chief Probation Officer
Joann Chow-Winship, Replacement Project Coordinator

III. Joann Chow-Winship: Replacement Project Coordinator:

Ms. Chow-Winship updated the Commission and displayed drawings of the new Juvenile Hall replacement project. The new facility will have twenty rooms in each unit and ten rooms in the girls unit. The new additions will also include an educational wing, a new kitchen, a medical clinic and extended patios and exercise courts. During the construction phase modular units will be utilized.

IV. CHIEF PROBATION OFFICER REPORT

Cassie Coleman, Director of Communication from the Juvenile Probation Department reported on behalf of the Chief Williams. She informed the Commission that Chief Williams was called away to another meeting and that the Board of Supervisors scheduled a hearing in room 263 that regarding the high count in Juvenile Hall, Replacement Project, and the Girls services has

Un-Adopted General Meeting Minutes

Date of meeting

Page 2

requested on March 16, 2001. Members of the JJC are asked to attend the meeting.

V. CHAIR REPORT: Commissioner Elizalde, Chair

Chair Elizalde informed the Commission that a draft copy of the 2000 Inspection Report was provided to the Juvenile Probation Department. Several non-compliance areas of the Juvenile Hall Inspection were noted in the report and are being reviewed by the Juvenile Probation Department.

VI. COMMITTEE REPORTS:

- ❖ **Court Ward/Ship Committee** Comm. Jones-Mason Chair: Group home training scheduled March 15, 2001.
- ❖ **Facilities Committee** Comm. Harris Chair: The Log Cabin inspection entrance interview is scheduled for March 9, 2001 with Chief Williams and Johnny Miller, Director of LCRS.

VII. NEW BUSINESS:

The Commission congratulated Comm. Hale for being elected as the President of the Juvenile Probation Commission.

- VIII. CLOSED SESSION:** Chair Elizalde heard motions to move the General meeting to a closed session. During the closed session a *motion* by Comm. Harris: "remove Commissioner Lam from the facility committee and the JJC". Chair heard discussions and called for the question /s/c/ unanimous 2/3 vote was passed. Comm. Creel abstained. *Motion*: "move meeting back to open session." A letter to Judge Hitchens recommending Comm. Lam's removal will be sent to Judge Hitchens.

IX. ADJOURNMENT: at 6:30 p.m.

Jetzabel Diaz, JJC Secretary



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

April 5, 2001

I. **CALLED TO ORDER:**

Chair Elizalde called the meeting of the Juvenile Justice Commission to order at 5:12 p.m.

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

Commissioners Present:

Adlo-Robinson	Calloway
Booker	Elizalde
Bates Creel	Hale
Harris*	Lam
Jones-Mason	Sanchez
Willis	

Commissioners Excused/ Absent

Nowland- Green (a)

Juvenile Court/Probation Department staff present:

Janet Medina, Director of Juvenile Hall

Johnny Miller, Director of Log Cabin Ranch School

III. **ACTION ITEM:** Motion-"moved to close session to discuss Comm. Lam [role on the JJC]". Closed session S/C @ 5:16 p.m. Motion -"moved to have meeting reopened" S/C @ 6:00 p.m.

IV. **JUDGES CORNER/Donna Hitchens, Supervising Judge Family Court:**

Judge Hitchens has announced the up coming Teen Summit for youth that has been apart of the Juvenile Delinquency System.

V. **APPROVAL of MINUTES:** February and March 2001 minutes adopted. Opposed by Comm. Lam.

VI. **COMMITTEE REPORTS:**

- ❖ **Facilities committee-** Comm. Harris reported the Log Cabin Ranch School inspection are going well and there are additional areas to be inspected that were not covered in the 1999 inspections. The facilities Committee will announce to Chief Williams the inspection dates for the Juvenile Hall inspections. A pre-briefing meeting will be arranged with the Chief. Comm. Harris noted that only a few informal visits of JH had been performed and she asked JJC members to

JJC Adopted Minutes Of General Meeting

April 5, 2001

consider "why they became Commissioners?" Members inquired if teams were necessary for the informal visits. The Commission reminded all members that visit and inspections should not be conducted alone. The Facilities Committee requested the Ombudsman attendance at monthly Executive Committee Meetings.

- ❖ **Court Ward/Ship Committee-** Comm. Jones-Mason gave an update on the Group home training and announced the next Court ward/ship meeting and that the Probation Department will send staff to attend the next meeting to further discuss group homes and San Francisco Placement.
- ❖ **Education committee-** Dr. Calloway had a meeting with the Superintendent staff at the Unified San Francisco School Department to discuss issues about how the educational needs are lacking for the minority youth housed in the Juvenile Delinquency System. In the results of the meeting the Superintendent assured Comm. Calloway that they would be apart of the next agenda for educational improvements.

VII. ADJOURNMENT: meeting adjourned at 7:30 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

July 5, 2001

NOT FOR PUBLICATION**

I. CALLED TO ORDER:

Commissioner Elizalde called the meeting of the Juvenile Justice Commission to order at 5:45 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson

Calloway Booker*

Harris Lam

Jones-Mason Willis*

Hale* Elizalde

Sanchez

Commissioners Excused/ Absent

Bates- Creel (e)

Guest Present:

Veronica Caulley, Commissioner Veterans Affairs of San Francisco

Fredrick Hobson, Public, Policy Chair of Drug Abuse Advisory Board

Jay Badget, Private citizen

Lori Giorgi, Chief Attorney for Public Protection

III. Introduction

Comm. Elizalde, Chair, suspended the agenda and requested Ms. Lori Giorgi, City Attorney attend the JJC meeting to discuss the highlights from the Executive Committee meeting held on (June 21st)^{as} it relates to the Brown Act, informing the Commission on it's process, including ways to develop and/ or change the JJC Bylaws and protocols."

Ms. Giorgi: The JJC [members] are appointed by the Superior Court. There is both an Attorney General and City Attorney opinion issued stating that the JJC is not required to comply with requirements of the Brown Act or Sunshine Ordinance (the Attorney General opinion 1975 and City Attorney opinion 1994). The Brown Act and Sunshine Ordinance are applicable to bodies and Commissions appointed by either legislative bodies or by the charter of San Francisco. The JJC is appointed by the Court and is not included as the type of body that would be covered under the Brown Act, therefore, there is no legal basis to require the JJC to comply with the Brown Act or Sunshine Ordinance. Ms. Giorgi: the Commission... they could on their own decide to comply with Brown Act or sunshine act provisions. In the past they [JJC] have noticed their meetings and supplied agendas, they have held public meetings and also have certain meetings that they report in closed sessions in part because of what they do in working at issues that are highly confidential under Welfare & Institutions Code as it relates to Juvenile offenders, so they are a different type of body compared to our usual Commission in the City that do not have those confines under Welfare & Institutions Code.

Ms. Giorgi: I believe the Commission based on our discussion will be having future discussions

** (See September 2001 minutes)

JJC Adopted Minutes July 5, 2001 General Meeting
NOT FOR PUBLICATION

as to what they are comfortable with as a body given their mandate also given the confines of the requirements of confidentiality under the Welfare & Institutes Code to comply with provisions of the Brown Act and the Sunshine Ordinance. Q: Do you sit with this body every time they meet? A: No, I was asked to appear here today because apparently some issues have arisen regarding the Brown Act. In an effort of trying to clarify once and for all where the JJC falls under Sunshine Ordinance or Brown Act. Chair: The City Attorney was asked to attend the Executive Committee meeting to give advice and to attend the General Meeting in the event of any questions came up and to observe [the meeting].

The reason the JJC is meeting in this format, although not required to conform to the Brown Act or Sunshine Ordinance, it is in this 'spirit' we are holding this public meeting, to give the public an opportunity to make any comments on the items on the agenda. Q: Comm. Adlo-Robinson: are copies of the Brown Act and Sunshine Ordinance available? A: Ms. Girogi: The JJC Administrator has copies of the 1975 Attorney General opinion of the Brown Act. Ms. Girogi will locate copies of the City Attorney opinion and will forward it to the JJC office. Comm. Adlo-Robinson: legislation should be changed to include JJC in the Brown Act and Sunshine ordinance. Ms. Girogi re-stated the reasons why the JJC do not fall under the Brown Act or Sunshine Ordinances.

Chair Elizalde: the Executive body will look at considering incorporating the Brown Act into the JJC protocols while remaining sensitive to the nature of the work of the JJC respecting the confidentiality of the Department and families receiving services.

Comm. Hale: I would be against the JJC complying with the open meeting process under the Sunshine Ordinance since the JJC response is to investigate. It is doubtful the Board of Supervisors could supercede State Law as it relates to youth. The JJC acts similar to the Grand Jury whose meetings are secret and closed.

Chair Elizalde re emphasized the decision to comply with the Brown Act or Sunshine Ordinance is for future discussion. The agenda was moved.

Action item-motion Comm. Harris made a motion that Comm. Lam be removed /second. **Discussion-** Comm. Adlo-Robinson: Comm. Lam should be removed for what? Comm. Harris: due to the administrator being harassed and feeling unsafe; Motion reinstated the removal of Comm. Lam from the JJC Commission /second. Discussion Comm. Adlo- Robinson: when was this motion discussed and voted on? Comm. Hale: this motion was discussed and voted on and the removal of Comm. Lam was intervened by the Court whether procedures were followed which was answered. This Commission has complied. This seems moot to the extent that the public wants to comment on the action to remove Comm. Lam. answering questions or hearing comments is not a problem.

Chair Elizalde: The reason for the meeting was to discuss in an open forum the reasons why the Commission voted the way they voted, and to allow the public to make any comments before the vote is taken again.

Comm. Lam: two points of clarification, I was not at that meeting and understanding through correspondence, my removal was based on the bylaws section Conduct Un-Becoming A

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Commissioner And Discrediting The Commission. All based on e-mail sent to Comm. Harris. Which Comm. Harris responded to [by] distributing copies and requesting my removal? A vote was taken; then it became a question of whether it should be open session or whether the Court would do as Comm. Hale mentioned. Perhaps the Court intervened and there was a period when a letter was received from the City Attorney and then after that another meeting with the City Attorney then noticing and now this meeting. Comm. Lam inquired if he got the scenarios correctly.

Comm. Elizalde: my recollection...the discussion around the memo, and there were also other issues on the table that were discussed prior to the vote being taken. Chair Elizalde asked the Commission to put their issues on the table for the public.

Comm. Sanchez: every time I am at the table the subject is Comm. Lam. She stated that if only the "date stuff" and was always confrontation ...Q: why would some one sit on that Commission? Comm. Lam you should remove yourself or be removed. Comm. Sanchez: Comm. Lam has not done any work and Comm. Lam is always being center stage.

Comm. Adlo-Robinson: although the Commission has "ups and downs" people has been professionally able to come to the table, discussing issues, and resolve hearsay; a person should not be convicted or condemned on hearsay.

Comm. Adlo-Robinson: the Executive Committee meeting information should be packaged and disseminated to everyone, which did not happen subjecting everyone's interpretation. Absent from the meeting where the vote was taken. Comm. Adlo-Robinson: there is a "cabal" on the Commission. A group of people permitting any [productive?] discussion from taking place. Comm. Lam, Adlo-Robinson, and Bates-Creel are singled out, talked about and those conversations take place via phone and these members are excluded. Comm. Lam can't be blamed on the problems on the Commission, and the issues are deeper. Comm. Adlo-Robinson: The process to speak Comm. Lam should have included if there is a problem the member should meet with the chair; if the chair is unable to resolve the matter it will be brought to the Executive Committee; then to full Commission. The person with the conduct/problem in question should be allowed to come forward with witnesses, presenting documentation.

Comm. Elizalde: all members have the opportunity to attend all Committee meetings and General meetings. If they have not it is not because they have not be notified.

Comm. Booker: what is the definition of a 'cabal'? A: Comm. Adlo-Robinson a group of people on this Commission with their own agendas (clicks). Comm. Booker; Comm. Adlo-Robinson you are apart of a click based on your behavior and attitude towards the Chair, and staff and the way you micro manage the Chief Probation Officer. Comm. Lam was also disrupting the mission of the Commission at the time when she was the acting Chair. Comm. Booker: At the time I was Chair and Chair of Facilities Committee I had Comm. Lam participate in some of the inspections. I do recall many times trying to get some dates set up in terms of going to Juvenile Hall and I know everyone has busy schedules and everyone had to attend on a regular basis but I can definitely report to a time period after which their was very little interaction visiting Juvenile Hall, Log Cabin Ranch School and visiting the kids, talking to the kids about the issues at hand. The Commission starts taking up to much time focused on Comm. Lam. It's not worth it. We are all volunteers

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contributing our time and energy to do something to help young people. Not just me personally as well as other Commissioner's feel if it does continue to be a Comm. Lam meeting every time we sit at the table then it's not worth it and I did not join the Commission for that.

Comm. Dr. Calloway: First of all I with all do respect to everyone here by no means did I conspire with any one on this Commission? The reason why I took the vote the last time is because of my observation of the disruption for whatever reason Comm. Lam has caused this Commission. I became a Commissioner about fourteen months ago and initially when I joined this Commission from the day I was sworn in, mainly what I join this Commission is my compassion for the young people of Juvenile Hall and the compassion for the young people down at Log Cabin Ranch School it is not about any individual on this Commission or what he or she wants it; it's about what we can do to work together to do what's right about this young people. I have nothing against Comm. Lam because all I know of him is when I see Comm. Lam which is only once a month at a meeting that is conveyed; for the fact that we want to take care of business regarding young people and from the I have been on the Commission he has been nothing but a distraction and that alone for me is enough. I came to this meetings and I didn't say anything because I did know what the problem was but I finally observe that part of the problem was Comm. Lam, we spend a lot of time on dealing with issues centered around him and I think out of fairness, everyone should have their day in court. I don't think any one individual should take up time when we only meet sometimes twice a month to get things done for kids which is the only thing I want to do as a Commissioner. I don't think any Commissioner should spend a lot of time day in and day out, meeting after meeting discussing any individual. If I was the person that was being a distraction then you could have a meeting on me and asked that I be removed.

Comm. Willis: I wanted to say that as far as a Commissioner having an issue the issue is brought to the chair, if the chair cannot resolve the issue then the issue is brought to the body and so forth. My mother and I had no say so in her transition but Comm. Lam and I did speak on several occasions to try to schedule an appointment to resolve the issues. Comm. Elizalde stepped in as acting chair and tried to resolve these issues.

Comm. Rose Willis continues: I also wanted to say maybe it was not a good idea but this issue has been going on for about two years now as long as I have been on the Commission for the first part of that I choose not to bring this issue out because I wanted to try to resolve it without putting it out there and I didn't feel like it was right and maybe I was wrong and just thinking about myself, I know I would not want my business to be aired so I did choose to shelter the Commission from what was going on because I was hoping it would get resolved and wouldn't at this point so it did have not go this far but; just to let every one know this has been going on for at least fourteen months not just these last months.

Comm. Sanchez: I just wanted to respond to you, were saying that there were clicks on the Commission. If there are clicks on this Commission then I have been left out the loop too because I for some reason I have not talked to anyone I have not attended a few meetings due to other work stuff. I have not even had communication with a few other Commissioners; just for your information.

Comm. Hale: It would be absolutely inappropriate for any Commissioner to raise the grounds that was discussed in a closed session as it relate to our staff. It falls under personnel and those

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comments should not be discussed.

Comm. Elizalde: just wanted to say this has been very frustrating for me sitting as vice-chair last year and the chair this year I have been very close to leaving this Commission and this is a very difficult thing for me personally because of my commitment to my community. The majority of the kids here that are institutionalized here and at Log Cabin Ranch School are children of color African American and Latinos and my voice is a voice that has been loud and well respected in my community for a long time. I believe that is important for this body to reflect the diversity of all of our communities but I have been very frustrated in that especially last year when Comm. Lam brought to this table concerns regarding issues that effected sexual minority youth in the Hall and I thought that those were very important issues that need to be addressed when I took on the chair of this Commission.

I specifically appointed you [Comm. Lam] to the facilities committee because that is the proper committee to look into those issues, you did not want to participate on that committee you asked to be removed from that committee; you can say that you didn't but you did and the fact that initially you did not want to participate, that concerned me. Each of us represents a certain community each of us has a very important voice. It is not enough to just say that you belong to community and that you care about that community, you need to lend you voice to this table loud and clear, speak up about what the issues are if you're going to be advocating on behalf of those children who are in this institution and that has made a great disappointment for me. Additionally, last year I offered to try to mediate you called me at work, you explained that there was some discretion with you and the Chair at that time. You called me at work I offered to mediate; you totally "blew me off" and nothing happened so I feel that there have been efforts to try to reach out to you.

I don't understand why things have gotten to this point but the Commission cannot continue to operate this way. We are not doing the work we're supposed to be doing. We are spending too much time on personal issues, instead of issues that affect our kids. They are dying out there and we need to be working on that. That is what my concerns are.

Comm. Adlo-Robinson: You are absolutely right, kids are dying out there and there is nothing this Commission can do to stop that. It is an illusion if we think we can. The judge, Judge Hitchens also offered to have professional mediators come in and why did the majority of this Commission turn that down. I'm just saying we are talking about all of these procedures. One was that we hand on opportunity to have a facilitator or mediator come in and our Commission said they would not participate. We had an opportunity to fill out a survey of which three or four members refused to fill it out to look at what the issues are on this board. So that the judge has also intervened and tried to bring some assistance into assisting us, resolving this issue, I think it has gone beyond the pail of this commission because there is so much emotional investment in it and we need someone from the outside to come in. not only to discuss Commissioner Lam but discuss my "click" and concerns other people have. I would urge this Commission to allow the judge to have the facilitator come in and also are we waiting for the report from Mr. Berti?

Comm. Elizalde: I would like to [again] remind the Commission the purpose of this meting is to vote on a recommendation to the judge. We are not telling the judge what to do; this is only a recommendation that will be forwarded to the Judge.

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Comm. Adlo-Robinson: I am talking to this Commission, why did we not accept the assistance of the judge to have an outside facilitator or mediator come in to look at this issue?

Comm. Elizalde:that is not the purpose of this meeting. Ok. I would like to move this along....are there any other Commissioners [who would like to speak to the issue]?

Comm. Jones-Mason: First of all I would like to express my deepest and sincere respect for every individual on this commission including Comm. Lam. I personally have no problems working with Comm. Lam, and I wanted to make a little confession, unfortunately as a relatively new member I've been on the Commission for about 14 months. I watched over the last year the Commission has if anything my perspective, sincerely, attempted to resolve this conflict. I was at the training retreat in February, performing mediation? to my eyes those efforts have been ineffective. I have seen too many meetings colored by this conflict. I have seen Commissioners so upset that they are in tears.. I'm tired of it. I joined this Commission just to help kids.

Is there any group of any individuals more unpopular on this planet right now than the teens in the delinquency system? They really, really, really do need us. We are among the few who care about them right now. These kids are not even getting their health treatment and they are experiencing seer mental illness. This is an outrage, and obscene conditions in which they live. I'm just hurt that over the amount of time that the Commission had to spend on this issue and although the decision was extremely painful, particular for you Commission to have to come out like this. I finally decided, I have to support the motion for this Commission because its' dominate your time, its too much of a distraction. I do not want to do this. If have told myself I was going to quit on a numerous occasions because that's not what I 'm taking my precious time for which is to focus on the kids. I think Comm. Lam is incredible ale and I think he will make a contribution no matter where ever he goes. I think it looks to me...it's just not a good fit right her. So as I said it is very painful beyond what I can even verbally express unfortunately I do have to vote with the Commission.

Comm. Elizalde: O.k. is there any more comments form Commissioners before we take comments form the public.

Comm. Lam: if there are not other comments from Commissioners, I would like to make some comments. First of all I have been on this Commission since 1999. I would say that there has been some terminology that mixed up. When we were talking about what facilities (facilities committee) did in regard to in September 2000 [s/b March 2000] when the issue was raised about the youth that was at that time to my understanding (when Comm. Bates-Creel was the [facilities] Chair and I was working actively to my recollection...from the minutes...to although...I did raise an issue in regard to this youth...my recollection is this was something that Comm. Jones-Mason...had pitched on...and documented in the minutes and raised and it was not me who pursued this as a personal agenda.

I found out in many ways what the sentiment of the Commission and while we were very concerned about all the youth that we have to be dealing with we need to move forward. It really frightened me to see the reactions of how certain people here do not move forward in a positive manner. I think you will find at most of the meetings I've been relatively quiet. I've participated

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when I've been welcome. Until I was voted off or recommend to be off the facility committee and I knew where I was not wanted; most of the time people would probably just leave. As Comm. Jones-Mason [stated] perhaps it wasn't a fit. Other people felt; and it was extremely uncomfortable for me but I did believe I could make a contribution and I think those contributions can be seen. For example in working with the inspection report with Comm. Bates-Creel and being enthusiastic; going ahead with documentation I found out it was some how a disparity; but what a disparity existed not in pursuing an agenda, not my being disruptive but the thought that occurred in peoples mind and it shocks me because were dealing with some very troubled youth; were dealing with some youths who do need quiet a number of issues and problems. You see Commissioner Lam (me) being seen as disruptive; so much time, the time spent has been the effort to include me and the effort to see my removal. It has occurred again and again. "We want to get rid of Commissioner Lam; we're going to bring up Comm. Lam again" we're going to take a look at his e-mails" we're going to find something;" "he is so dense, he doesn't realize that he is not welcome here" and it's come to the point where my reputation, I believe has been smeared and the willingness to accept my participation, you say "oh he's not participating" the hostility increased and increased and when we take a look at some of the things that has happened. What if I have I requested we take a look at the e-mail trail. there were questions that I felt that I would be willing to speak if there was some fairness and objectivity. That was very important. I think that is very important for the youth but some people tell me you have to understand how the system works and the system the way it works here. They said some people who work at Social Services and other people who are working at organizations, you have to realize that (one) you want a program to go and certain people are going to be within that program and (two) you are going to have people in civil service who believe that should make a decision. But there is much more to say and think those things were documented and a lot of questions that I have still remain unanswered and I just say from what we have available and what was presented.

While we are having this conversation go back and look at the documentation; go back and look at what was done. Go back and see what the Commission has done because I find it amazing that one individual could really be this disruptive to prevent you from going on with your work and that this issue that keeps coming up is somehow being raided by me. Its not be raised by me and I would say that there has been a time to where there are still things to be determined. But I will respect how you take your vote although I may not agree with it and when we do vote I would like to have a roll call vote.

Comm. Hale: earlier today a young brother the one that coaches on my youth program was shot a couple of times. I understand in the head and I say that because this weekend we are taking five teens from the Bayview District to Monterey to participate n a tournament and I know that my coach is going to be impacted and I also know my kids are going to be impacted. The last tournament I went to, one of my girls it was her brother that murdered in Double Rock. That week of the tournament we are dealing with serious issues. We have a lot of them and I said this back then, it is a matter of public record. I'm sure you hat the tape Comm. Lam. I don't have anything against, I don't have anything for your either. I got one agenda and that is to see that there is an issue that arises in this department that is JJC investigates and inquires about. That is what we do. We are not here to like each other. We re not here to become pals even though that's great in...is important in terms of process. But it is not an absolute. My problem is this, you hear from everyone, we have observed they [see] disrupting in what we are trying to achieve. The issues that I cannot discuss in public are absolutely my primary reason for voting. The way I vote. We

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can disagree and we have had some large arguments and disagreements of issues and that is what is expected and yes I'm taking to you (Comm. Hale pointing to Comm. Adlo-Robinson). I'm pointing out to you because you are a veteran here and I don't think Rose and I have had as many heated (Commission outburst—meeting disrupted).

Comm. Hale continues: that's natural, that's understandable, that is not something that only other Commissioner has ever been on. That basis used to [recommend] the removal of Comm. Lam. Not since my appointment in 1995 have I had a commissioner recommended regardless of how difficult it has been to work with them and it has always without exception been centered around issues, positions do we get mad. But his is the first time that I have dealt with a Commission that has caused this acrimony and I just don't want to put up with it. I may absolutely be wrong. I don't think I am. I think I am absolutely, confident and in command of this reason and the basis for his removal and so I have no problems with voting this man off [Comm. Lam]. I wish him the best.

Fredrick Hobson: I'm here just as an individual also I am Chair of the Public Policy Committee, Supervisory Board, which does have a connection with the very work that you do and one of the reasons.... Children's health these days is [impacted by] drugs. An epidemic. I would like to pass these around to invite you to take part of the co-host committee on the supervisory board (Mr. Hobson distributes a flyer regarding the upcoming meeting). I didn't come today because I was very concerned with my friend and colleague, Dough I came to give some perspective. I worked on a couple of Boards; work with Mayor Brown and for a selection. Douglas on the other hand feels exactly the opposite he's for Tom Aminoe (spelling?) but we have been able to maintain a good friendship beyond that.

That is what I'm going to ask you to do today. This is very destructive. So, so, destructive. If you are having problems in functions believe me I have served on seventeen boards of directors for non-profits, one state, and four city. You are not the only [Commission] one that has problems. Let me tell you when I was chair of the welfare committee....., because I ask questions, virtues are merits, defaults etc. when you look at it. I'm no fan of processing; I run the other way when I'm ready for process. Process...process...we process things to death because then I feel we talk about want to deal with the issues that are very important. The process is sometimes good which it protects the right of the individual, but then again can be destroyed. It could be very disruptive. I just ...you have already taken one vote. It looks like you are going to take another vote. I don't know if you need to votes. I would assume you do...it's a recommendation and I wanted to ask you to change the recommendation. Do the mediation avoiding the judge recommendation. Having in-house mediation is not a good thing; it really is not because people have their perception of you already and they may have already taken sides. It is better to locate an outside person. I did that with the San Francisco Health Commission[?].

Within mediation session she cried, I cried and things worked out. I know I'm going on but I just wanted to say this for it is a very important vote. I appreciate you having this public meeting although you don't have to since clearly the laws say you don't. I understand how complex the issues are and I now you will have more public meetings as you are dealing with issues and that you will have closed session closed meetings you are doing with confidentially issues. So again you are not the only board that fights. Every board has complex issues all the time. There's one Commissioner fighting over the microphone and another with other major issues. So I urge to accept the judge offer to get an outside mediator, talking through this, working out the issues with

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Commissioner Lam. I mean Douglas has great values.

Veronica Caulley: The first transgender officer of San Francisco Commission in Veterans Affairs. I was in the Navy. I have been on that Commission for three years. The Mayor first appointed me by the Board of Supervisors and then. Recently I think that when you take a person and crack the new person then comes to a body of people that are already established, kind of opposite of them they want to ask questions and they feel that sometimes it takes longer for us to get the feel of what is going on and how to do the best job. What you do is very, very important. I know because as a nurse and a person living with HIV. All of these issues about youth are very, very important, they are our future and that is the way I see it. But there are people like Doug, able to help that are going to question you, their gender, and the youths are going through all kinds of drama trauma. I know because my husband is currently in the system and has been in there since he was thirteen years old as a trouble youth. When he was twelve his mother died and nobody ever realized or picked up on it. Just think he had a problem no one knew about, mental health issues. When I look at how Douglas is being placed in this position to be possibly removed and that is painful to any one. I have something to bring to this table, this body of people so that we can brainstorm about the kids. You don't want to lose focus on what your body is for and that is the youth. I understand that but a lot of time until the person that I knew learn and see how things are supposed to go and you have to ask questions because I can guaranteethe civil war???... I know that's not the topic but I mean they do share information and some of them will take the very knowledge they have and instead of passing it on, they will take it to the grave with them and will be left aside from square one so I mean I just agree with Fredrick Hobson in a way that their feelings and issues here. Don't forget the main reason you are here is because of the youth and I understand that a certain amount of disruption that comes with your role. And while some people may not be as disruptive I am also a questioner and want to know why and yes I won't how we can do this better and is there something I'm not doing. No.

I sit with Douglas on one of the Executive Boards of the Harvey Milk Foundation, Democratic Club. I sit on the communication committee and I know he has been successful and he has done a wonderful, wonderful job. He has gone the distance and I think that it would be wrong to cut him not so soon while 14-months may not seem like a long time it depends on where you stand on the issue. It may seem like an eternity also another fourteen months. You know it doesn't make any difference how you feel about. I think you should have an arbitrator if you have an arbitrator that comes in and talk to you and get you to open up. Maybe your hearts and minds and will see things in a not necessarily a different perspective but be open about it I think that you should allow and at least try to do that.

Joe Badgett: I'm a community observer and I started attending the JJC meeting several months ago as an observe...to look over the minutes as there are. One of the things that are really abundantly clear is that is not about procedure. This is about a personality conflict. You know Douglas has a personality that asks questions; but the purpose of the Commission is to ask questions on behalf of the community. When Comm. Booker, rather Dr. Calloway says he wants to do good and cares about kids that is all well and good. We all want to do well but sometimes it is not what you wanted to do instead how you do it. When Douglas is asking questions about procedures that are apart of the job and you might not want to deal with it. When the young woman says she is bored with it...that is apart of the job; part of the job is answering these questions and apart of the job is reviewing policy. Maybe changing policy. Comm. Hale is so

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committee to privacy rights issues it only meets the minimum standards of openness and public access then his going to turn around six months from now and say where is the public support. Why doesn't the public understand what we are doing? Well you know if you only have the minimum outreach, are you going to receive from the public minimum understanding of what your very important mission is here. I don't know what you are going to do with this vote. Personally, I prefer Douglas, I think the best thing to do is leave [the JJC]; but I don't think it is going to do [the Commission] any good. Six months from now you are still going to deal with the same issues. What Douglas asked about in the notes, and minutes in terms of the conflict of interest will remain issues.

What you are doing for the kids is well and good and you could make an emotional decision about kids dying on the street, but until you clean up your own act you do these kids no 'damn' good. From a personal level Douglas can be a pain in the 'touche' but you need people like Douglas who says "wait a minute, we have to make sure our business is clean" for one day this chicken will come home and hatch is it is not going to reflect on Douglas it is going to reflect on you.

Guest A*

I want to refocus what the issue is; refocus the team when we have meetings, we have serious debates Douglas has been the one to really straighten out our focus, we always focus on what the issue is, so I don't know how disruptive he is but for the experience I have had has been a great person and leader. When there are procedures and you're not doing them correctly it will come back and haunt you at the end. When I teach math classes to some children I do it and do it right, show all your work every procedure because that's where your will get your job done because you know it. When Commissions have procedures and you eliminate that from your work you loose focus. You loose what you are supposed to do your vision, your mission. It seems like it a witch-hunt on this Commission. People say great things on the Commission about Douglas and if he is being disruptive it is an issue that pertaining to this Commission such as procedures. If he is doing such a good job then why does every one want him to be removed well not every one but some people want he to be removed. If he is being disruptive then there is a reason to it. This is the first time I came to a Commission meeting all right sitting here and watching this chaos going, this lady wants to get the job done. I am all for youths. I have worked with youth for the last five years for non-profits, volunteering my time.

Chair Elizalde called for the roll call on the motion made earlier. Vice-Chair Booker took the roll call vote (attached). It was the majority consensus that Comm. Lam is recommended for removal. Chair Elizalde: A letter will be sent to Judge Hitchens recommending the removal of Comm. Lam.

V. ADJOURNMENT: meeting adjourned at 6:50 p.m.

* Unable to identify guest speaking from tape



Juvenile Justice Commission

City and County of San Francisco

JUVENILE JUSTICE COMMISSION **ADOPTED MINUTES OF GENERAL MEETING** **September 6, 2001**

I. CALLED TO ORDER:

Commissioner Elizalde, Chair called the meeting of the Juvenile Justice Commission to order at 5:15 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Calloway	Hale*
Harris	Elizalde
Willis*	Jones-Mason

Commissioners Excused/ Absent

Adlo-Robinson	(a)
Bates Creel	(a)
Lam	(a)
Sanchez	(a)

Juvenile Court/Probation Department staff present:

Yolanda McGary-Beitia, JJC Executive Administrator
Donna Hitchens, Family Court Supervising Judge
Jesse Williams Jr., Chief Probation Officer
Gwen Tucker, Assistant Chief Probation Officer
Janet Medina, Director of Juvenile Hall
Omar Khalif, Ombudsman
Liz Jackson -Simpson, Community Programs Director
Debra Reed, Support Secretary

III. JUDGES CORNER DONNA HITCHENS:

- The Multi Agency Juvenile Justice Improvement Committee (M.A.J.J.I.C.) M.A.J.J.I.C has been created to develop a series of youth summits in an attempt to identify how the community could have provided better services to youth entering the system including prevention methods. The first youth summit is scheduled for September 28, 2001 with Juvenile Hall detainees. A component of the youth summit will include a youth and an adult team who will focus on identifying youth intervention, and the group will make recommendations. During the afternoon session youth will make a presentation to policy makers who will include Jesse Williams, Juvenile Chief Probation Officer, Donna Hitchens, Supervising Judge, Dr. Katz, Director of Department of Health, Elloise Brooks, Chief Academic Officer for USFDC, Elizabeth Goldstein, General Manger Park & Recreation, and Stephanie Coram, Department of Human Services.

- The first **Youth Family Violence Court** will begin on September 20, 2001. The Youth Family Violence Court is a collaboration of the Family Court. There remains however, many issues has to be worked out with various the agencies in the collaboration: District Attorney Office, Juvenile Probation Department, Youth Guidance Center, 375 Woodside Avenue, San Francisco, CA 94132, (415) 753-7100, and La Casa De la Rosa, are the agencies involved in the Family

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Violence Court.

- **Robert Woods Johnson Grant** the Unified Family Court is a finalist for the grant. If awarded the Unified Family Court as the lead agency, will identify a collaboration addressing substance abuse issues in San Francisco.

IV. Announcement: Debra Reed, Probation Support Secretary: Ms. Reed spoke to the Commission about the citywide United Campaign drive and the Juvenile Probation Drive requesting support for charities that also include the Volunteer Auxiliary.

V. LIZ JACKSON-SIMPSON, DIRECTOR OF COMMUNITY PROGRAMS:

Ms. Jackson-Simpson is the newly appointed **Director of Community Programs** at Youth Guidance Center. A previous employee in the Vocation Department for ten years, Ms. Jackson-Simpson resigned from the department five years ago to pursue a career at Private Industry Council (PIC) as a Project Manager before becoming the Director. Ms. Jackson-Simpson spoke about the Community Program Department growth and budget. She informed the Commission of the Community Programs' goal to gain access to the many resources available to assist the youth detained; the necessity to "tap into existing resources."

Questions & Answers > Q: Any provider addressing the [detainees] mental health needs? A: there are grants available [designed to address the mental health needs of detainees]. Determining sound linkages re met once the minor leave the care of the Probation will require better coordination of efforts. Prevention and Intervention are one of the [grant] initiatives. Project Impact is one of the initiatives the Department will be utilizing to address the mental health concerns. Q: When will the grant be implemented? A: This demonstration grant will be implemented this month and is collaboration between agencies. Proclaiming the future grant is another initiative the Department is attempting to secure. Chair Elizalde commented that the level of Mental Health services is not adequate and the staff is over burdened. The JJC requested Ms. Jackson-Simpson to regularly attend JJC meetings.

VI. PROBATION DEPARTMENT REPORT Jesse Williams, CPO:

- Chief Williams stated that **Liz Jackson-Simpson** is "an answer to prayer". Her experience with PIC and demonstrated skill with fund raising is an asset to the Department.
- **Deborah Reed** is the combined campaign spokesperson and instrumental in aiding the Department in receiving recognition in the successful Combined Charity Campaign benefiting youth.
- **Disproportionate Minority Confinement [DMC]** – the DMC report authored by Attorney James Bell and the Casey Foundation was distributed describing the over population of minority youth confinement at Juvenile Hall. The report paints a true and accurate picture of population confinement and the misrepresentation of youth. San Francisco, a unique city centered with peaks and valleys compared to other counties that are consistent. The report is a quality report. A formal release of the report occurred at the (August) Juvenile Probation Commission meeting. The department made a public commitment to implement the recommendations citing in the report. A key piece of the strategy is the stakeholders group at the Juvenile Justice Commission Council (JJCC), where the JJC also participates. The JJCC and stakeholders meeting will have one member from the JJC at both meetings. A meeting will be on September 24, 2001 James Bell and John Rhodes from Santa Cruz will be at this meeting. A recommendation in the report requires a commitment from everyone

JJC Adopted Minutes Of General Meeting

September 6, 2001

to participate in changing DMC. The stakeholders group will have wide compensation and Chief Williams believes the Department is able to implement the recommendations made in the report. The question is "does San Francisco have what it takes to do this?" Bart Lewbal was asked to achieve the maximum number of results within twelve months although the team has made a two-year commitment. The Department is ready to begin.

- **Employee Recognition-** On October 18 (tentatively) the first employee recognition service program for employees with five years or more of service with the City, and/or within the Probation Department. Two hundred six (206) employees will be recognized. The JJC will be invited to attend.
- **Question & Answers-Q:** Does the Casey Foundation work only with youth? A: No. Although the Foundation is known for having a juvenile justice component. Comment: Latino youth should not be forgotten [in the DMC issue] A: In the report the Latino youth were not disproportionately confined. There is approximately 18% of Latino youth and 18% in the community. The distinction is made within general populations. The results were a gross discrepancy for African-American youth however. The goal is to address how the system can be reformed. The Juvenile Probation Department has begun looking at the issue prior to the issuance of the report. Q: does the DMC plan provide for physicians, technicians or psychiatrist dedicated to B-5 detainees? A: a commitment has been made by DPH for more mental health staff to address mental health issues... although no date has been given. Ms. Medina: Dr. Lewis and a psych technician attend regular meetings with the Juvenile Hall Directors Monday through Friday. JH has assistance from the medical staff although more is needed. *Lengthy dialogue re: mental health and mental health staff.* Comm. Hale -recommended the JJC researches the mental health issue, making recommendations to the policy makers. Chair Elizalde stated that the JJC has made many recommendations through its various reports. Comm. Calloway suggested that a mental health ad hoc committee be developed to review the mental health issues and address the various agencies. Q: are there any plans to have a full time mental health counselor at LCRS? A: Chief Williams-Yes. A full time person will be at LCRS within the month. Enhanced mental health staff is needed at both JH and LCRS.
- **OVERTIME**-Q: is there an 'on-call' roster? A: yes many on-call staff has been made full time provision stall. There are approximately 15 people on the on-call roster. People are being processed quickly to fill the vacant positions [in Juvenile Hall]. As it relates to over-time, Chief Williams explained that over-time is not mandatory and there are no double back shifts....employees has the option to volunteer for overtime. Ms. Medina chimed in that the count has been low and units running with two staff persons. Comm. Willis stated that two staff members are not enough for a busy housing unit. Ms Medina stated that Title 15 requires that the units have more than 2 staff for every twenty youth. Chief Williams affirmed that as a general rule two to twenty is the ratio when minors are awake and one to twenty when they are asleep.

VII. Ombudsman Report, Omar Khalif: The JJC reviewed the previously distributed Ombudsman report. Q: is the assault on the youth resolved? Assistant Chief Tucker detailed the events surrounding the assault further stated that the department has been exonerated from any allegations.

VIII. CHAIR REPORT, Georgette Elizalde:

- **Publishing the July minutes:** Motion- "moved that the July 2001 minutes are adopted with corrections;" M/S/C. "July 2001 minutes not published and maintained confidentially." M/S/C. Motion- "moved to adopt August 9, 2001 minutes". M/S/C.

JJC Adopted Minutes Of General Meeting

September 6, 2001

- **Interview committee** –members are Chair Elizalde, Comm. Calloway, Jones-Mason and Sanchez. The Executive Committee has continued to outreach targeting specific agencies.
- **Juvenile Hall visits**-Chair Elizalde asked the Commission to recommit themselves to the Juvenile Hall visits, letting the youth know the Juvenile Justice Commission has a presence in Juvenile Hall. Comm. Harris will develop a schedule for members in juvenile Hall.
- **Facilities Committee**-Comm. Harris, Facilities Chair: a review of the jail inspections and lock-ups at the next Facilities Committee meeting- a mini training including an information session on Title 15 revisions provided by the Executive Administrator Yolanda McGary-Beitia.
- **Ad Hoc Committee Mental Health**: Chair Elizalde appointed an Ad Hoc Mental Health Committee to research the mental health issues at both LCRS and JH. Commissioner Willis will Chair the committee, committee members include Commissioners Calloway and Jones-Mason.
- **ADJOURNMENT**: 7:30 p.m.



Juvenile Justice Commission

City and County of San Francisco

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

October 4, 2001

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Comm. Karen Jones-Mason, Treasurer @ 5:10 p.m.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson

Calloway

Hale

Harris*

Jones-Mason

Lam

Commissioners Excused/ Absent

Bates Creel (e)

Elizalde (e)

Sanchez (a)

Willis (e)

Juvenile Court/Probation Department staff present:

Yolanda McGary-Beitia, JJC Executive Administrator

Robert Wertz, Director of Probation

Janet Medina, Director of Juvenile Hall

Guest Present:

Linda Miles, Principal County Court Schools

Christine Baker, Assistant Principal Woodside Learning Center

Jim Fithian, Assistant Principal Log Cabin Ranch School

III. PRESENTATION: Linda Miles, Principal County Court Schools

- Linda Miles Principal of Community Schools explained the roles and responsibilities of the assistant principles at the Court Community Schools. Ms. Miles has been with SFUSD for more than thirty years and is working with six assistant principles that include Christine Baker and Jim Fithian.
- Christine Baker: Ms. Baker distributed a status report of Woodside Learning Center and spoke about the new leadership team. The Commission was informed of the new art and G.E.D. programs added to the curriculum in the 2nd semester. Textbooks are also available in every subject. Many students are at various grade levels, which produces a challenge to the teachers. A teacher has been hired to perform academic assessments at JH; the

Adopted General Meeting Minutes
October 4, 2001

classrooms have been decorated and look much better. A computerized grading program will be implemented for Special Education and regular education students and really helpful to this population. The special education students will be taught together with the other students and will receive individual tutoring when the regular students are in the physical education classes. This new change will benefit all students.

- Jim Fithian Log Cabin Ranch School: Mr. Fithian distributed a report previously provided to the JPC for JJC members as well. The Commission was informed about the meetings Mr. Fithian has been attending with Johnny Miller and Donald Sanders to develop a plan for LCRS. A larger meeting was also attended Chief Williams, and others [to collaboratively assess the needs of LCRS, hear ideas and changes. A digital high school program is in the stages of implementation, which will also include wireless Internet access throughout the entire school building. Additionally a student information system (SIS) will also be installed, permitting better access to student records, making it easier. GED tests date are upcoming and scheduled for 10/24 and the week after. Chief Williams and Mr. Miller have approved outdoor education for the science class. Young community developers, job careers, swimming classes and more are just a few of the programs that will be added to the LCRS curriculum. Comm. Dr. Calloway (Chair JJC Education Committee) thanked SFUSD for attending the JJC meeting. Comm. Harris commended SFUSD on the hiring of diversity teachers.

Q: What is Ethnic makeup of teachers? A: The diversity of teachers includes four Hispanics, two African Americans, one Euro-Indian, and six White at Juvenile Hall. Log Cabin Ranch School counselors are one Pakats, one Puerto Rican, one Hispanic and four White. Three Special Education teachers at Juvenile Hall and one at Log Cabin Ranch School. There are two Paraprofessionals at Log Cabin Ranch School. Q: Are more library books needed? A: Yes. Specifically, the student council requested more ethnic materials.

Comment- IEP's are educational plans and should be [regularly] updated. The JJC will review the IEP's during its' annual inspection and the School Department will be contacted regarding inspection dates, times and compliance issues. A: Ms. Miles: special education compliance is a priority for SFUSD. Factors affecting the IEP compliance are those students the district loses track of.

Q: What are three your top priorities? A: Mr. Fithian: 1) developing partnership with community mental health as it relates to IEP's. 2) The school is in the process of preparing students for the GED tests; however, transportation by staff is an issue. Discussion: the staffing issue relates to personnel and how counseling staff is processed and hired. 3) Desire educate youth in the outdoor component program at LCRS; utilizing more than the currently used 1-acre of the 700 acres at the Ranch...perhaps partnering with the Urban Pioneers and other agencies may be an option. Ms. Baker: 1) addressing the lack of connection with student information system 2) Computers. Computers are in storage during the JH renovation. There are a few computers on the units [youth may access in the classroom however the concern is the number of computers held in storage over the next two years during the construction time.

IV. PROBATION DEPARTMENT REPORT, Robert Wertz Director of Probation

Mr. Wertz informed the Commission that Chief Williams lost his son and the Department is moving along in his absences. ACPO Tucker is in charge of the Department until Chief Williams's returns. Comm. Jones-Mason stated that the JJC is grieved for the Chief Williams loss and others who experienced a lost in the Department and/or YGC building.

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October 4, 2001

V. CHAIR REPORT, Comm. Jones Mason, Treasurer

Comm. Jones-Mason stated that Judge Hitchens sends her regards and provides the JJC a report on the M.A.J.J.I.C. Youth Summit. The report was distributed to members. Mr. Wertz commented that the summit had a good panel and focus groups were held in the morning. Ms. Medina stated that all the [detained] youth participated in the M.A.J.J.I.C. Summit including B-5 youth who did not come down, although some of the panelist went to the units. After the Summit the youth remained effected. ON the units they continued to provide feedback. The Summit was a really positive and appropriate way of permitting youth to speak their issues regarding school, mental health, and court maturely.

VI. COMMITTEE REPORTS:

Comm. Harris, Inspections of Adult Lock-ups will be performed during the month of November 2001. All members are expected to participate in the inspections.

VII. ADJOURNMENT: @ 6:00 p.m.



Juvenile Justice Commission

City and County of San Francisco

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

January 3, 2002

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Chair pm.

II. ROLL CALL: * arrived after roll was call

Commissioners Present:

Adlo-Robinson Sanchez
Elizalde Willis
Hale
Harris
Lam
Jones-Mason

Commissioners Excused/ Absent

Bates Creel (e)
Calloway (e)

Juvenile Court/Probation Department staff present:

Guest Present:

III. APPROVAL of MINUTES: Motion-adoption of the November 2001 minutes. Discussion about minutes. Minutes adopted or suspended??? [tape unclear-- please clarify status of minutes].

IV. CHIEF PROBATION OFFICER REPORT, Jesse Williams, Jr.

The Chief highlight for the Departments' priorities in the remaining fiscal years.

- ❖ **The Budget-** this will be a challenging fiscal year for the State of California. Each operating department will have to absorbed a cost of living increase of 5.5% City Wide impacting the Probation Department to 1.2 million dollars. In addition to the 1.2 million costs of living the Department will absorb each Agency is also required to develop and submit a 10% budget reduction contingency plan resulting in reduction plan of 2.5 million dollars. Service providers will be notified of the budget impact and the Commission will be made aware of the budget changes.
- ❖ **Juvenile Detention Alternative Initiative-** Committees has been organized and membership finalized at the last meeting. The Commission is represented at the stakeholders group.

Adopted General Meeting Minutes - January 3, 2002

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- ❖ **Two (major) Vacancies-** the Director of Juvenile Hall and Director of Log Cabin Ranch are currently open positions. The department hopes to select a new JH Director by March and LCRS by April. The interim directors are Tim Diestel in JH and Donald Sanders in LCRS. A nationwide search is being conducted resulting in a rich pool for both facilities.
- ❖ **Placement reform-** the number of placements and quality of placements are the focus for the Department during the next calendar year. Comment: Comm. Jones-Mason: keep the JJC in mind to work together in the reformation for the placement unit as a resource. A: A suggestion was made whether a ranch for girls is possible at Hidden Valley. Three years ago Mayors Criminals Justice Council issued a RFP for a girls program; the department operated a program until a provider was licensed. Unfortunately a contract could not be negotiated with the provider and the program never happened. There remains a need for a residential program, maintained by the county. Q: Is collaboration with other counties a possibility? Or Department of Human Services? Has the environmental issues and codes been addressed at Hidden Valley? A: 2.6 million is the amount of monies required to bring Hidden Valley up to operational codes. It is not likely that 2.6 million will come from the Probation Department Capital budget due to the major budgetary challenges foreseen in the upcoming fiscal year.

There has been some interest in Hidden Valley by other providers and its availability. However, due to the amount of work that needs to be done at HV it remains unattractive to others. *Discussion:* using HV for adult probationers, and other work groups to participate in the renovation.

- ❖ Q: How were the holidays in JH? A: the holidays went very well and the numbers were low. Both LCRS and JH had Christmas programs, Family day at LCRS and a Christmas decorating contest on the units in JH. Q: how do the various religious groups participate in the Holidays (Ramah dahn, etc.) A: there are interdenominational services (youth), and faith services for the various religious groups. The department also had "Day of Remembrance" for healing and remembrance. Staff was invited to participated to light candles and there were various ministers representing multi-faiths. This allowed staff and a few of the detainees in the writers group to participate in the services.

V. CHAIR REPORT, Comm. Elizalde

Expressed her thanks to Comm. Harris, Chair **Facilities Committee** for accomplishing the jail inspections, solo much of the time. She reminded members that no one person should be responsible for the work of the Commission and that in 2002 JJC members would do more work. Comm. Harris informed the JJC four police stations (Taraval, Mission, Ingleside, & Richmond) remain outstanding from the jail inspections; several concerns arose regarding CARC and their acceptance of minors. Comm. Willis chimed in, confirming a review of the logs at the Bay view station revealed that many minors did meet the requirements of CARC but were not accepted. *Lengthy dialogue:* CARC MOU criteria, evaluations, JJC involvement. No inspections were performed at JH in 2001.

Court/Wardship- Comm. Hale updated the Commission that a letter sent to Chief Williams requesting background information. The requested information will be followed-up. Under the Juvenile Alternative Initiative placement issues will also be examined. Comm. Lam thanked Comm. Hale for all the work he has done.

VI. NEW BUSINESS: Comm. Marlene Sanchez

Comm. Sanchez: the Center for Young Women Development are drafting a policy recommendations to the Probation Department for youth* who identify as gay, bisexual, transgender youth and are detained in JH. The organization is collaborating with other organizations where policies are created to develop a specific policy for JH. Comm. Sanchez through the YWD have met with Chief Williams who has been involved. The Juvenile Probation Commission has been contacted and the JJC will have an opportunity to have input as well. The policy will be proactive addressing programming concerns. The YWD would like to attend the next JJC meeting discussing the draft (that will be circulated) and receive comments. Comm. Hale commented that the JPC is interested in reviewing the draft, examining the issue. Comm. Elizalde directed Comm. Sanchez to provide copies of the policy to the JJC and members will review the document in the Facilities Committee.

Comm. Willis stated that she hopes the policy is developed and that a real possibility of implementation is possible. Comm. Lam stated that the Commission attitude is changing. Comm. Lam further stated a few comments he believed the JJC response was to creating a policy regarding sexual orientation "was not needed...the issue was no different than someone wearing thick glasses, etc." Comm. Hale stated that Comm. Lam was **incorrect** and that the JJC response was that of discrimination awareness one of a protected class. The "Protected Class" policy is one adopted in the City of San Francisco and the Juvenile Probation Department policy should reflect City anti-discrimination policy. The Commission has always been active in examining discrimination policy and the Department responded by providing training to the staff. The policy currently being drafted will be more comprehensive. Comm. Willis stated the incident Comm. Lam refers to was one of detainee on detainee (name calling), no staff or adults were involved. The policy does have a discrimination policy and rules for defusing conflict.

VII. OLD BUSINESS

- ❖ Supervisor Gonzales called a hearing to discuss coordination Commissions in San Francisco. They knew the JJC is an independent, autonomous agency. Comm. Hale suggested the JJC participate and the Court also exam the services the JJC provides. There is also a discussion to consolidate Commissions (i.e. JPC & JJC). A possible item for the retreat. The Commissions were being examined due to the cutbacks the City must absorb. Comm. Elizalde stated that collaboration maybe possible.
- ❖ Comm. Lam received a solicitation letter from another JJC member and he raised his concern about the letter and the confidentiality of JJC addresses to other members. Chair Elizalde suggested members utilize other sources when sending anything to members not JJC related maintaining confidentiality.

VIII. NOMINATING COMMITTEE, Comm. Rose Willis

Action item: Motion to open the nominations S/C; Comm. Willis distributed the slate and requested motions from the floor for 2002: At-Large. None. Treasurer-None. Secretary-None. V-Chair-None. Chair-None. Comm. Lam nominated two members who declined. Call for the question: The slates of officers of 2002 are adopted as presented by the

* Correction to the minutes-see February 2002 General Minutes
..genmtg.02january

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nominations committee. Second/Motion Carried. The new JJC Officers are : Comm. Georgette Elizalde, Chair; Comm. Karen Jones-Mason, Vice-Chair; Comm. Marlene Harris, Secretary; Comm. Dr. James Calloway, Treasurer; At-Large Comm. Marlene Sanchez; At-Large Comm. Rose Willis. Comm. Dr. Calloway was not present he will however, be called to verify if accept his position. Comm. Adlo-Robinson recommended the Secretary/Treasurer position is collapsed into one position at the 2003 slate since, the Treasurer position is inactive as there is no monies for the JJC.

X. ADJOURNMENT: 7:00 p.m.

JUVENILE JUSTICE COMMISSION
UN-ADOPTED MINUTES OF GENERAL MEETING

March 7, 2002

I. CALLED TO ORDER:

The meeting of the Juvenile Justice Commission was called to order by Comm. Jones-Mason, Vice Chair 5:15 pm.

II. ROLL CALL: *

Commissioners Present:

Adlo-Robinson

Dr. Calloway

Hale

Jones-Mason

Commissioners Excused/ Absent

Elizalde (e)

Creel (a)

Harris(e)

Willis (e)

Juvenile Court/Probation Department staff present:

Yolanda McGary-Beitia, JJC Exec Administrator

Gwen Tucker, Asst. Chief

Omar Khalif, Ombudsman

Tim Diestel, Interim Director, Juvenile Hall

Edward Lopathin, Manager of Finance

Guest Present:

Rebecca Evanson, Lawyer Committee For Civil Rights

Representative from Gay Straight Alliance Network

Maureen Lee

Mary Lanalias

III. PRESENTATION: Anti-Harassment Policy*

Ms. Evanson – discussed why the Juvenile Probation Department should implement the Anti-harassment policy. The Lawyer Committee For Civil Rights And The Gay Straight Alliance Network in partnership with Center for Young Women's Development formed a committee developing an Anti-Harassment address preventing harassment of Lesbian, Bi-sexual, Gay, Transgender, and Queer (L.B.GT.Q) youth detained at Juvenile Hall and Log Cabin Ranch. The committee would like the Department to implement the policy, provide harassment training for staff, and put program in place for the youth. The recommended policy states "harassment will not be tolerated". The policy is a holistic document that reflects word for word the attitude of the

* section edited for summarization

JJC Un-Adopted Minutes Of General Meeting

March 7, 2002

County of San Francisco citizens. The committee spoke to Chief Williams, the Juvenile Probation Commission and other agencies and currently the JJC to hear ideas, thoughts and receive input about the components of the Anti-Harassment Policy.

Q & A: Comm. Sanchez was congratulated with her organization, Center for Young Women's Development, for spearheading the Anti-Harassment Policy. **Q:** A role for the Ombudsman position is not reflected in the policy; currently he hears and reviews grievances. Including the Ombudsman is a progressive step for bridging the complaint and grievance processes. **A:** Ms. Evanson responded by stating complaints are an outside factor and will be handled by someone separate. She explained that the Anti-Harassment Policy describes the role of the Ombudsman and the complaint intake person?? **<see policy for name of position>** as two different roles Assistant Chief Tucker interjected that the Juvenile Probation Department supports a Sexual Harassment policy with is currently set for employees but not youth. The Department plans to integrate the Anti-Harassment Policy with required mandates and its' current policy. Assistant Chief Tucker added there is a place for the Ombudsman, which initially may be through grievances and that the policy addresses what happens in larger society. She also emphasized how the department will integrate the policy into a system, program that is inclusive to both identifying boys and girls. The culture in Juvenile Hall needs to be changed with staff, youth and peers. Training will be provided at all levels.

Q: What about the youth that are ousted? How will confidentiality be practiced? **A:** Ms. Evanson stated confidentiality will be enforced. She also read the definition of harassment from the City Attorney Office policy. Lengthy discussion surrounding training for L.B.G.T.Q. youth and if awareness surrounding racial sensitivity will be addressed. Assistant Chief Tucker stated education and training are the key components of the Anti Harassment Policy and will be addressed by the Department. It was also suggested that any training provided by the Juvenile Probation Department deal with moral beliefs of staff. *Action Item-Motion "The JJC endorse the CYWD Anti Harassment Policy" S/C.*

IV. CHIEF PROBATION OFFICER REPORT, Assistant Chief Gwen Tucker

- o **Budget Report-** Edward Lopathin, Manager of Finance and Administration. Mr. Lopathin explained to the JJC how the Juvenile Probation Department absorbed salary increase costs of 5.5%, which translates into 1.2 million dollars of the Department budget cuts elsewhere. A summary of the budget cuts including breakdowns distributed. The budget cuts will impact the year 2002-03. April 1, 2002 a draft proposal will be submitted to the Mayors Office. The Public Works and Budget Committee reviews the budget recommendations over the next three months. April- June is set-aside for community input at the Mayors office. An opportunity to speak on behalf of the Juvenile Probation Department at the budget hearings is during April, May and June.
- o **Q:** are there any one particular group / component of financing that could use support? **A:** the Department would like the 5.5% re-negotiated. Mr. Lopathin stated the ability to fill more vacancies, and other critical positions need to be filled and a more manageable number is desired. **Q:** is it possible that money can come from the Replacement Project aiding in budget cuts? **A:** No. If the Department decides not follow through on the Replacement Project that money would be lost. **Q:** The Department will not cut the Community Based Organizations in level 1; however are they indirectly affected? **A:** Yes. The CBO's were asked to look at their budgets to determine where their budgets can be cut. The agencies know it is in the Mayors hands. Comm. Hale chimed in stating that CBO's are always aware that they are financed to a certain point and that cuts are possible. Policies are in place as it

JJC Un-Adopted Minutes Of General Meeting

March 7, 2002

relates to the Replacement Project.

Comm. Adlo-Robinson recommended the JJC prepare a resolution addressing the issue of prevention a necessity, which speaks to a public safety issue, and that diversion prevention programs are **not** removed. Assistant Chief Tucker acknowledged Mr. Lopathin efforts in creatively reducing the budget. She stated he has a great deal of expertise, avoiding few cuts as possible and added how Chief Williams together with the Executive staff worked at length in analyzing, determining how to cut the budget. According to Ms. Tucker the CBO's employees are also impacted if the budget is cut.

- **Ombudsman Report-** Omar Khalif: under the direction of Assistant Chief Tucker, Mr. Khalif distributed a report reflecting the JH trends. Comm. Adlo-Robinson, the incident report reviewer will follow-up on the grievances.

V. CHAIR REPORT: Comm. Jones-Mason, Vice Chair

- Chair Comm. Elizalde, excused from meeting.
- **Retreat agenda-**Chair Elizalde together with Comm. Jones-Mason will develop an agenda for the working retreat.
- **COMMITTEE REPORTS**
Court/Wardship- Comm. Hale: Placement will be discussed at the retreat.
Facilities Committee-no report.

VI. PUBLIC COMMENT:

Ms. Mary Lanalias, a parent advocate commented about the police harassment in the Sunydale neighborhood.

VII. ADJOURNMENT: 7:00 p.m.



Juvenile Justice Commission City and County of San Francisco

JUVENILE JUSTICE COMMISSION GENERAL MEETING

March 7, 2002

5:00 P.M.

YOUTH GUIDANCE CENTER Main Conference

AGENDA

I. CALL TO ORDER – Georgette Elizalde, CHAIR

II. ROLL CALL / INTRODUCTION OF GUESTS

III. ADOPTION OF MINUTES [February 2002]

IV. JUDGES CORNER, Donna Hitchens, Supervising Judge

**V. PRESENTATION: Anti-Harassment Policy, Center for Young Women's
Development**

VI. PROBATION DEPARTMENT REPORT, Jesse Williams, CPO

➤ Ombudsman Report

VII. CHAIR REPORT, Commissioner Elizalde

➤ Facilities Committee

➤ Court/Wardship

2002 Retreat March 16, 2002

Retreat agenda: Working retreat to discuss Commission goals and objectives
Committees

VIII. OLD / NEW BUSINESS

IX. PUBLIC COMMENTS (3 minutes per comment)

X. ADJOURNMENT

Youth Guidance Center · 375 Woodside Avenue · San Francisco, CA 94127 · (415) 753-7756

(2)

3-7-02

Called to order @ 5:20pm

In
Marreen Lee - Domestic violence
Cathy Y
Rebecca Evanson -

Anti Harassment Policy - Girls questioning
sexuality or out felt generally they couldn't
express themselves. A review of the ^{401st} Handbook
and policy for STAGB revealed no strong language
or policy existed.

Anti Harassment policy states Harassment
will not be tolerated. A Holistic Document
reflects word for word the attitude of
S.F. The request is that policy is
implemented including training for STAGB
and a program in place for youth.
The organization has spoken to CPO, JPC
and other Agencies and would like to
hear ideas, thoughts from JC

Q & A: congrats to Comm Sanchez & the organizers
for spearheading the policy. A role of for ombuds
in process. A progressive step ladder for
the ^{where} complaint / grievances. A complaint is an outside
factor and will be handled by someone separate.

②

3-7-02

~~POST~~ CPO Tucker - The policy is supported
A Sexual Harass policy is set for
employees but not youth. What the
Dept will do is integrate the policy with
~~the~~ ~~the~~ ~~the~~ with the current policy.
There is a place for the omb which
initial m/b a grievance. The policy address
what happens in larger society. ~~and the~~ ~~the~~
~~it is~~ ~~for~~ integrating the policy into a
system ~~that~~ a program that is inclusive
~~of~~ ~~the~~ identifying both boys & girls,
~~the~~ ~~a~~ The culture in St needs to be
changing w/ staff & youth, peers. Providing
a training at all levels.

Q - Kids that are asked - confidentiality

A - Confidentiality w/b enforced.

↳ What is Harassment — Read Language from
City Atty Policy.

There

Tucker - The education & training is a key component.

Continuing Discussion: ~~also~~ Training for LGBTQ
youth, social sensitivity.

The Process - Ombudsman and the Complaint ^{Tucker} ~~the~~

Defining Roles -

3-7-02

③

⑥

The framing - Moral Beliefs,

Action

Motion - The SSC endorse the City's Anti-Harassment Policy. J/C

Budget Report - ED Lopatin, The Dept had to absorb ^{cost of} salary increase of 5-5%.

1.2 million dollars elsewhere had to be cut. Mr. Lopatin distributed a summary of the Budget cut for year 2002-03.

April 1 A Draft proposal w/B submitted to Mayor's office. Public works + Budget Cmt will review the Budget over the next 3 mos.

April - June w/ community input. An opportunity to speak on behalf of the Dept will be in April, May, June.

Q: Are there any one particular group of financing that could use support? (A) The number of \$15 the Dept would like that number reorganizes.

The ability to fill Merl. Vacancies, critical positions needs to be filled. Level 2 cuts a reduction of the 10% neg of

reducing ins. team a more manageable number w/B desired

(4)

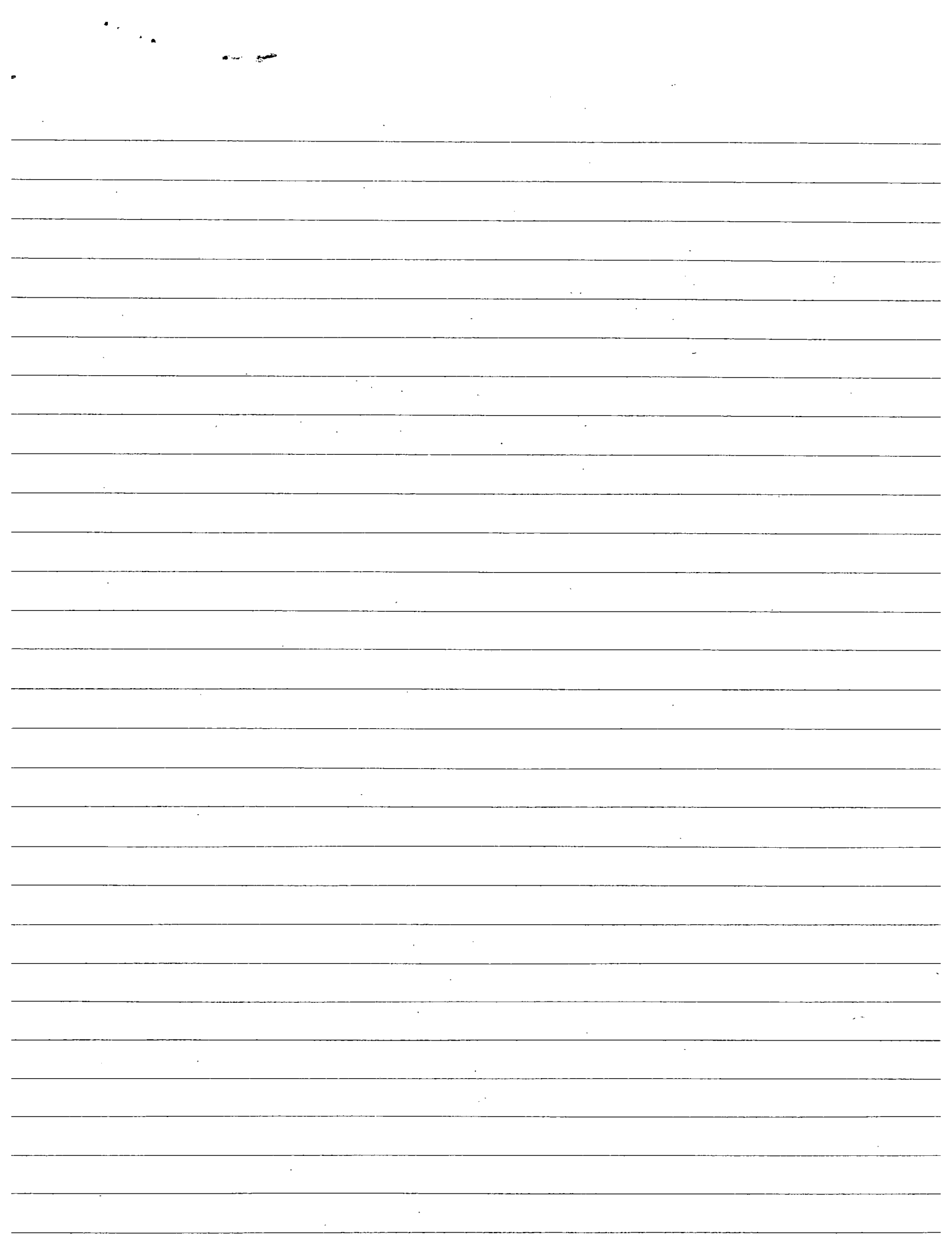
3-7-02

Q - Can any money come from the replacement project to aid in the budget cuts. (A) No.

Q - ~~However~~ The Dept w/o cut the CBO's in ~~line~~ 1. however they were B in ~~Directly~~ affected (A) Yes The CBO's are asked to look at their Budget to determine where ~~where~~ Budgets can be cut. The Agencies know it is in the Mayor's hand. Comment: Added that CBO's are always aware that they will be balanced up to a certain point they are aware cuts are possible - Comment: Added that policies are in place as it relates to the replacement project.

Comment - The SC prepare a resolution which addresses the ^{issue of} Prevention is necessary which speaks to a public safety issue and that Diversion Prevention programs are not provided. Chief Tucker!

~~ADD~~ ID WATIN has a great deal of expertise in reducing the budget in creativity, according few cuts as necessary. The staff worked at length in ~~analyzing~~ / determining the budget. ~~the~~ employees in the CBO's are impacted. ^{also}





Juvenile Justice Commission

City and County of San Francisco

JUVENILE JUSTICE COMMISSION ADOPTED MINUTES OF GENERAL MEETING

January 3, 2002

I. **CALLED TO ORDER:**

The meeting of the Juvenile Justice Commission was called to order by Chair pm.

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

Commissioners Present:

Adlo-Robinson Sanchez
Elizalde Willis
Hale
Harris
Lam
Jones-Mason

Commissioners Excused/ Absent

Bates Creel (e)
Calloway (e)

Juvenile Court/Probation Department staff present:

Guest Present:

III. **APPROVAL of MINUTES:** Motion-adoption of the November 2001 minutes. Discussion about minutes. Minutes adopted or suspended??? [tape unclear-- please clarify status of minutes].

IV. **CHIEF PROBATION OFFICER REPORT, Jesse Williams, Jr.**

The Chief highlight for the Departments' priorities in the remaining fiscal years.

- ❖ **The Budget-** this will be a challenging fiscal year for the State of California. Each operating department will have to absorbed a cost of living increase of 5.5% City Wide impacting the Probation Department to 1.2 million dollars. In addition to the 1.2 million costs of living the Department will absorb each Agency is also required to develop and submit a 10% budget reduction contingency plan resulting in reduction plan of 2.5 million dollars. Service providers will be notified of the budget impact and the Commission will be made aware of the budget changes.
- ❖ **Juvenile Detention Alternative Initiative-** Committees has been organized and membership finalized at the last meeting. The Commission is represented at the stakeholders group.

Adopted General Meeting Minutes - January 3, 2002

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- ❖ **Two (major) Vacancies-** the Director of Juvenile Hall and Director of Log Cabin Ranch are currently open positions. The department hopes to select a new JH Director by March and LCRS by April. The interim directors are Tim Diestel in JH and Donald Sanders in LCRS. A nationwide search is being conducted resulting in a rich pool for both facilities.
- ❖ **Placement reform-** the number of placements and quality of placements are the focus for the Department during the next calendar year. Comment: Comm. Jones-Mason: keep the JJC in mind to work together in the reformation for the placement unit as a resource. A: A suggestion was made whether a ranch for girls is possible at Hidden Valley. Three years ago Mayors Criminals Justice Council issued a RFP for a girls program; the department operated a program until a provider was licensed. Unfortunately a contract could not be negotiated with the provider and the program never happened. There remains a need for a residential program, maintained by the county. Q: Is collaboration with other counties a possibility? Or Department of Human Services? Has the environmental issues and codes been addressed at Hidden Valley? A: 2.6 million is the amount of monies required to bring Hidden Valley up to operational codes. It is not likely that 2.6 million will come from the Probation Department Capital budget due to the major budgetary challenges foreseen in the upcoming fiscal year.

There has been some interest in Hidden Valley by other providers and its availability. However, due to the amount of work that needs to be done at HV it remains unattractive to others. *Discussion:* using HV for adult probationers, and other work groups to participate in the renovation.

- ❖ Q: How were the holidays in JH? A: the holidays went very well and the numbers were low. Both LCRS and JH had Christmas programs, Family day at LCRS and a Christmas decorating contest on the units in JH. Q: how do the various religious groups participate in the Holidays (Ramah dahn, etc.) A: there are interdenominational services (youth), and faith services for the various religious groups. The department also had "Day of Remembrance" for healing and remembrance. Staff was invited to participated to light candles and there were various ministers representing multi-faiths. This allowed staff and a few of the detainees in the writers group to participate in the services.

V. CHAIR REPORT, Comm. Elizalde

Expressed her thanks to Comm. Harris, Chair **Facilities Committee** for accomplishing the jail inspections, solo much of the time. She reminded members that no one person should be responsible for the work of the Commission and that in 2002 JJC members would do more work. Comm. Harris informed the JJC four police stations (Taraval, Mission, Ingleside, & Richmond) remain outstanding from the jail inspections; several concerns arose regarding CARC and their acceptance of minors. Comm. Willis chimed in, confirming a review of the logs at the Bay view station revealed that many minors did meet the requirements of CARC but were not accepted. *Lengthy dialogue:* CARC MOU criteria, evaluations, JJC involvement. No inspections were performed at JH in 2001. **CourtWardship-** Comm. Hale updated the Commission that a letter sent to Chief Williams requesting background information. The requested information will be followed-up. Under the Juvenile Alternative Initiative placement issues will also be examined. Comm. Lam thanked Comm. Hale for all the work he has done.

VI. NEW BUSINESS: Comm. Marlene Sanchez

Comm. Sanchez: the Center for Young Women Development are drafting a policy recommendations to the Probation Department for **youth*** who identify as gay, bisexual, transgender youth and are detained in JH. The organization is collaborating with other organizations where policies are created to develop a specific policy for JH. Comm. Sanchez through the YWD have met with Chief Williams who has been involved. The Juvenile Probation Commission has been contacted and the JJC will have an opportunity to have input as well. The policy will be proactive addressing programming concerns. The YWD would like to attend the next JJC meeting discussing the draft (that will be circulated) and receive comments. Comm. Hale commented that the JPC is interested in reviewing the draft, examining the issue. Comm. Elizalde directed Comm. Sanchez to provide copies of the policy to the JJC and members will review the document in the Facilities Committee.

Comm. Willis stated that she hopes the policy is developed and that a real possibility of implementation is possible. Comm. Lam stated that the Commission attitude is changing. Comm. Lam further stated a few comments he believed the JJC response was to creating a policy regarding sexual orientation "was not needed...the issue was no different than someone wearing thick glasses, etc." Comm. Hale stated that Comm. Lam was **incorrect** and that the JJC response was that of discrimination awareness one of a protected class. The "Protected Class" policy is one adopted in the City of San Francisco and the Juvenile Probation Department policy should reflect City anti-discrimination policy. The Commission has always been active in examining discrimination policy and the Department responded by providing training to the staff. The policy currently being drafted will be more comprehensive. Comm. Willis stated the incident Comm. Lam refers to was one of detainee on detainee (name calling), no staff or adults were involved. The policy does have a discrimination policy and rules for defusing conflict.

VII. OLD BUSINESS

- ❖ Supervisor Gonzales called a hearing to discuss coordination Commissions in San Francisco. They knew the JJC is an independent, autonomous agency. Comm. Hale suggested the JJC participate and the Court also exam the services the JJC provides. There is also a discussion to consolidate Commissions (i.e. JPC & JJC). A possible item for the retreat. The Commissions were being examined due to the cutbacks the City must absorb. Comm. Elizalde stated that collaboration maybe possible.
- ❖ Comm. Lam received a solicitation letter from another JJC member and he raised his concern about the letter and the confidentiality of JJC addresses to other members. Chair Elizalde suggested members utilize other sources when sending anything to members not JJC related maintaining confidentiality.

VIII. NOMINATING COMMITTEE, Comm. Rose Willis

Action item: Motion to open the nominations S/C; Comm. Willis distributed the slate and requested motions from the floor for 2002: At-Large. None. Treasurer-None. Secretary-None. V-Chair-None. Chair-None. Comm. Lam nominated two members who declined. Call for the question: The slates of officers of 2002 are adopted as presented by the

* Correction to the minutes-see February 2002 General Minutes
..genmtg.02january

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nominations committee. Second/Motion Carried. The new JJC Officers are : Comm. Georgette Elizalde, Chair; Comm. Karen Jones-Mason, Vice-Chair; Comm. Marlene Harris, Secretary; Comm. Dr. James Calloway, Treasurer; At-Large Comm. Marlene Sanchez; At-Large Comm. Rose Willis. Comm. Dr. Calloway was not present he will however, be called to verify if accept his position. Comm. Adlo-Robinson recommended the Secretary/Treasurer position is collapsed into one position at the 2003 slate since, the Treasurer position is inactive as there is no monies for the JJC.

X. ADJOURNMENT: 7:00 p.m.



Juvenile Justice Commission

City and County of San Francisco

92m min
Binder

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

February 5, 2004

I. **CALLED TO ORDER:** Meeting called to order by Damone Hale, Chair @ 5:45 p.m.

II. **ROLL CALL:** * arrived after roll was called
Comm. Adlo Robinson
Comm. Elizalde
Comm. Hale
Comm. Horn
Comm. Mills
Comm. Willis*

COMMISSIONERS EXCUSED/ABSENT

Comm. Jones-Mason (LOA)
Comm. Kekulawela - e
Comm. Pacheco - a
Comm. Sanchez - e

JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:

Yolanda McGary-Beitia, JJC Exec. Admin.
Judge Katherine Feinstein, Unified Family Court
Gwendolyn Tucker, Chief Probation Officer
Tim Diestel, Director Juvenile Hall
Omar Khalif, Ombudsman
Christine Davenport, Special Program for Youth (SPY)
Julie Posadas, Girl Services

III. **APPROVAL OF MINUTES-** no meeting quorum until 6:00 p.m. January minutes NOT adopted.

IV. **Ombudsman Report-** Mr. Khalif distributed the monthly Ombudsman statistics and reported that eleven (11) grievances, were food related grievances. Mr. Khalif noted that food was a major grievance because blood was visible in the prepared chicken. He also reported that B2 is having a discipline problem, which is being monitored, by the Ombudsman office. Although the discipline concerns are in the open, Mr. Khalif believes the Ombudsman is not the person to fix the problem.

- The Ombudsman is working on streamlining the grievance process using technology. Comm. Hale asked the Ombudsman to provide the JJC with a draft of the new proposed technology process.
- The Ombudsman was requested to comment on the spitting incident noted in the statistical report. The Ombudsman stated the spitting began as a youth on youth incident when the youth asked the counselor for pants. A separate allegation occurred when the staff spit on the youth. Comm. Hale asked how would the incident be resolved since it is a criminal act? Mr. Diestel interjected informing the JJC that the staff would normally be placed on 30 days leave until the matter is resolved. Judge Feinstein asked how long does the youth sentence last?

JJC ADOPTED MINUTES OF GENERAL MEETING
February 5, 2004

process usually takes? Mr. Diestel responded that once an alleged complaint is received by the Directors office immediate action should happen. Comm. Elizalde inquired whether there was a breach of communication between the Ombudsman and the JH Director since the Director was not made immediately aware of the incident? Comm. Hale asked how are crimes normally reported and if perhaps the Ombudsman was unaware that a crime occurred. Chief Tucker informed the JJC that the Ombudsman should have reported the incident to the Assistant Chief and that an internal structure does exist. Mr. Khalif responded that he accepts full responsibility for not reporting the matter, as he was unaware the incident was a crime. The matter was referred to the Executive Committee.

- V. **AFTERCARE – Julie Posadas, Girls Services:** The funding streams have become creative for Girls Services. United Way has requested a partnership through the girls Justice Initiative. Girls' Services has also suggested training for agencies providing prevention services to include intervention as well within the programs.
- **Two case managers** including Gina Castor, who partners with Ms. Posadas will staff Girls Services from the funding provided through the Girls Justice Initiative. **Girls Services** has also been recognized as a model program in San Francisco by the Annie Casey Foundation; currently 72 youth both boys and girls has been matched with mentors through the Girls Services program.
 - **Girls detained for Prostitution-** are primarily residents of Alameda County/Oakland and Richmond, Contra Costa County. Ms. Posadas cites prostitution as a bay area wide issue and is concerned if "counties are capable of supporting the girls when they are returned to the resident counties." Alameda County is expanding their work to address the issue, which includes two group homes and a prostitution task force. Ms. Posadas spoke on the prostitution issue recently during a presentation in the Alameda County Detention Center. She also explained that services should be expanded regionally for all the girls involved in prostitution.
 - **Girls' Services toured CYA recently:** the CYA facility is nice but the girls are not doing well in general population. Ms. Posadas is very concerned about the level of behavior and sexual activity occurring between the young women. Focusing on Aftercare and stabilization will prevent these youth from entering the adult system.
 - **Aroma Therapy products:** Cheyenne Bell, formerly with the Probation Department comes in weekly creating aroma therapy products with the girls which are sold in the volunteer store. Marketing the products to culture centers and other agencies are strongly considered.
 - **Clothing store:** a clothing closet is an idea brewing in Girls Services which would enable the girls to have appropriate clothing when they are released which also includes clothing for those girls in group homes.
 - **Q & A:** Comm. Willis explained that girls exiting CYA should connect with CAL-Works as a resource for merging services; Comm. Willis also explained that transitional housing is available for 90 days through the DHS work force staff and that Girls Services should consider Rainbow Foods as resources who "gives back" to the community. Chief Tucker echoes Comm. Willis' ideas and plans to address the issues on an on-going basis; the Chief also reported a donation is received from Macy's department store. Macy's donated underwear and bags to the girls in detention. **Q: how are the girls in CYA moving through the step program?** **A:** Ms. Posadas explained that Step C is the initial step for the general population. The process to advance to Step A is very lengthy and complex. CYA is primarily a male guard facility and there have been occurrences of rapes.
 - **Q: How many girls from SF are at CYA?** **A:** there are six girls; Ventura is the only female facility. Comm. Hale: which CBO support gender specific services? The JJC should identify a JJC in Ventura since the Board of Corrections stated that all state facilities should be inspected. Ms. Posadas further reported that the Juvenile Probation Department should be creative in identifying resources and that if after care is written into the court orders the offender are more likely to follow them. The Probation order should be mandated prevention the girls from going to the adult systems. The girls are failing when they leave the group homes. The JJC commended Ms. Posadas for doing very hard work. Comm. Hale suggested that Girls Services is

JJC ADOPTED MINUTES OF GENERAL MEETING
February 5, 2004

referred to the Executive Committee and that an ad hoc committee should be considered to evaluate the issues further. JJC is planning a community meeting at Thurgood Marshall perhaps girls issues should be a component of that meeting.

VI. JUDGES CORNER/ Katherine Feinstein, Supervising Judge Unified Family Court

- **Group home inspections:** Judge Feinstein discussed the need to have San Francisco group homes inspected including the out-of-county group homes where San Francisco youth are housed;
- **Log Cabin Ranch School:** Judge Feinstein stated that a fully funded program at LCRS is weak and the City politically can not afford to close the Ranch...something is wrong with the programs at LCRS. Judge Feinstein confirmed that Job Corps was a good idea, however, according to Job Corps there was not enough staff to transport detainees to meet attendance requirements. Comm. Hale commented that LCRS could be a model program and stated the president [Juvenile Probation Commission] has clear ideas about what he plans to do to address the issue.

VII. JUVENILE PROBATION DEPARTMENT REPORT

- **California Youth Authority (CYA):** are having problems.
- **Log Cabin Ranch School (LCRS):** The Department is under pressure to close the Ranch; how LCRS fits under JDAI is also a continual process. The Department is making a concerted effort with the District Attorney, Public Defender, and the Court, (and eventually the JJC will be included) to assess the LCRS program, determine effectual changes. Judge Feinstein stated she has no confidence in the program, which must be established before cooperation can begin. Comm. Hale: The program must be developed instead of more meetings. Chief Tucker: meetings are critical to receive information from the judges. The program has changed is better but not totally together.
- **The 8320 / 8321 Classification merge** is being explored; if JH and LCRS counselors were the same classification the department could have more options for deployment of staff to reduce overtime.
- **Treatment Facility at Hidden Valley:** Chief Tucker is exploring a treatment facility.
- **Budget crisis:** the budget crisis in San Francisco has impacted the department creating a further reduction of services. Currently a staff accountant and Director of Probation Services remain vacant. 8.6 million dollars must be cut from the Juvenile Probation Department budget. Thus far 5 million has been cut.
- **JH Replacement Project** is on target and not in jeopardy of being cut.

VIII. SPECIAL PROGRAMS FOR YOUTH, Christine Davenport reported on behalf of SPY, distributing a monthly report. Comm. Adlo-Robinson suggested the report includes additional detail and is reformatted.

IX. JJC CHAIR REPORT, Comm. Hale

- **Executive Committee** meeting was held. The Committee recommended a community meeting would be held perhaps in March. The JJC annual retreat is also being considered.
- **City Charter:** Comm. Hale explained the City Charter permits him to serve on both the Juvenile Probation Commission and the JJC.
- **Committee of the Whole:** the Executive Committee recommends the Commission will work as a committee of the whole until more vacancies are filled.

ADJOURNMENT @ 7:15 p.m. to closed session

Comm. Adlo-Robinson, Secretary/Treasurer



Juvenile Justice Commission

City and County of San Francisco

Damone Hale, CHAIR
Marlene Sanchez, VICE-CHAIR

Mary-Louise Adlo Robinson
Georgette Elizalde
Eli Horn

Stephanie Kekulawela
Melinda Mills
Carlos Pacheco
Rose Willis

Yolanda J. McGary-Bellia,
Executive Administrator

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

JUNE 3 2004

I. **CALLED TO ORDER:** Meeting called to order by Comm. Hale, Chair @ 5:45 p.m.

II. **JUDGES CORNER/ Katherine Feinstein, Supervising Judge Unified Family Court**
Judge Feinstein swore in two new Juvenile Justice Commission members, Brian Henning and Kimberly Alveranga. Commissioner Alveranga is a native San Franciscan. She has 12 years background in social services and is recently interested in juvenile justice issues. Commissioner Henning spent 14 years on the Juvenile Delinquency Prevention Commission, and was also involved in programs in Washington DC, and actively involved youth programs for both girls and boys. Both Commissioners expressed enthusiasm for being selected as members of the JJC.

Comm. Hale explained that selecting candidates was a very involved process that included interviews with Commission members before a recommendation is made to the Supervising Judge. Current JJC members were asked to introduce themselves, describing their experience and length of time on the Commission.

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

Comm. M.L. Adlo-Robinson

Comm. Elizalde

Comm. Horn

Comm. Kekulawela

Comm. Mills

Comm. Sanchez

COMMISSIONERS EXCUSED/ABSENT

Comm. Jones-Mason (loa)

Comm. Pacheco (a)

Comm. Willis (e)

JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:

Judge Katherine Feinstein

Bill Johnson, Assistant Chief Probation Officer

Thabiti Mtambuzzi, Director of Special Programs for Youth

Garry Berringer Coordinator, Juvenile Detention Alternative Initiative (JDAI)

IV. **APPROVAL OF MINUTES-** the adoption of the minutes for the month of April was suspended until the July 2004 General meeting.

JJC Adopted Minutes Of General Meeting
June 3, 2004

V. JUVENILE PROBATION DEPARTMENT REPORT

- **Liz Jackson-Simpson, Director of Community Programs reported** The San Francisco Juvenile Probation Department oversees roughly 5million dollars of services ranging from high-end preventative nature into more intensive intervention for core services that are administrated by primarily community based organizations. The services are funded are through a myriad of funding streams primary through the general funds and TANIF. In 1999 the youth services comprehensive act enable the Department to utilize TANIF dollars to provide family support, lifeskills, employment training, educational support to those youth involved in juvenile justice system. The Department utilizes aprox 95% of its dollars for alternative community based organizations compared to the southern part of the state whom utilizes it funding for ranches. The administration has chosen to put its dollars back into the community.
- General funds dollars are used for the same, including Prop J dollars. The TANIF dollars represent aprox 3.2 million of our dollars are scheduled to sunset October 2004 which will put a dent in the Departments 5 million dollar budget. In Jan. 2004 the Governor proposed to eliminate the TANIF dollars from probation departments budgets including all of the main funding streams, relating to juvenile justice issues on the federal and state level. After lobbying the recommendation was extended, although the department had to determine alternatives with the growing CYA problems a solution, legislation also stipulated those families on TANIF for 5 years would need to be removed. The Juvenile Probation Department determined about 1/3 of the TANIF funding would be needed to carry the Department through December 2004, although there is not mention about the general fund dollars. As a result a joint conference has been formed to determine the allocation of the general funds. The department is slightly more optimistic about its future.
- On June 15th more information whether more TANIF dollars will be allocated ☐ or not. Several new interventions are at risk if funding is not allocated including the JDAI reporting centers, which is going really well, GED programs on site, turning out many graduates, all of the impacted neighborhoods, etc. will be really impacted if funding is not allocated. Ms. Jackson-Simpson informed the Commission that many other agencies serving youth and their families have been supportive through the budget crisis.
- **Q & A:** would it help the Department if the JJC or others support the department by attending the budget hearings? A: the budget hearings are scheduled for June 25th and July 1st. Comm. Hale suggested talking points are put together for the Commissioners to review prior to the budget hearings. Comments: if you have any relationships with the Board of Supervisors please contact them. Comm. Hale explained that the Juvenile Probation Department is in a critical state and requested feedback from the Commission on how to deal with the issues. Comm. Hale believes the issue is one for facility committee and assigned both Commissioners Alvarenga and Henning to that committee.
- Comments: Comm. Elizalde stated that during a recent group home inspection, the placement facility revealed out of 48 beds only 10 SF youth was placed in the facility and the racial demographics were also concerning. Comm. Elizalde was curious if sending youth out of county was the best plan and how those decisions factored into the financial resources of the Juv. Probation Department. Judge Feinstein chimed in her perception is that probation does not retain the control to place his or her own mental health youth. instead the child is presented to a nebulous entity, a single forum assessment team who

JJC Adopted Minutes Of General Meeting
June 3, 2004

brings the child's mental health needs and competes against various agencies (i.e. DHS, school district, community mental health) and not much weight is given to their mental health instead they are housed in juvenile hall.

VI. SPECIAL PROGRAMS FOR YOUTH, Thabiti Mtambuzzi, Director

- Mr. Mtambuzzi reported on the services currently provided by SPY. The Department has a mental health staff consisting of psychologists, psychiatrists, social workers and a medical staff that includes nurses, physicians, nurse practitioners lab assistants and medical record personnel and also has health education staff.
- **Screening detainees** prior to acceptance in the juvenile facility. They are asked a series of questions regarding their general health, and are given a physical exam. The admissions screening identify acute issues; the exam is given within 72 hours of youth admittance to the facility. The SPY department is apart of the department of public health and the SF Health Department determines the services they provide.
- **Q & A:** Comm. Elizalde inquired about the assessments made to youth in out-of-home placements. Q: is the SPY department involved in making recommendations for appropriate placements for youth at level 14? A: there are several meetings that take place. The multi-disciplinary team reviews all the youth who refereed to out-of-home placement including CYA, Log Cabin Ranch, and group homes. the general services are also apart of the recommendation, which includes the level of care. Comm. Hale reminded members about the Aldo M. investigation citing that one issue in the case was the contract between the department and the group home did not list any mental health issues for fear that the group home would not accept the youth.
- **Elimination of Director positions-** Mr. Mtambuzzi also reported that the board of supervisors eliminated all the directors' positions resulting in the elimination of Mr. Mtambuzzi's position. Mr. Mtambuzzi explained that other funding sources could have identified to avoid further cuts and that he was never asked what impact the loss of positions would have on the treatment and services detainees including the increase of physician hours. Comm. Hale emphasized the need for JJC members to attend the Board of Supervisors budget meeting on June 25th and July 1st regarding the City budgets, supporting the needs for services in the Juvenile Probation Department and showing support to Mr. Mtambuzzi and the Department of Health during the budget crisis. Judge Feinstein chimed in expressing her concern regarding the CYA commitments and the need for alternatives to CYA and how the budget cuts will impact the youth of San Francisco. Comm. Hale further explained more information will be gathered, including determining talking points; he further stated that recommendations will be developed for the Commission to consider and the JJC will meet again in 2-3 weeks in an executive meeting format.
- **Treatment services-** youth who are on probation with mental health needs. Judge Feinstein inquired what is the proposal to serve those kids if SPY or a department may be eliminated? Mr. Mtambuzzi explained the plan is to have a SPY social worker to undertake some of the roles that technicians performed...See Thabiti. Comm. Hale explained the JJC has the influence to review the issue surrounding treatment services. He explained that bringing public attention to how the changes are going to impact this population, who are

JJC Adopted Minutes Of General Meeting
June 3, 2004

the roles and whether one individual will be able to provide required services. The commission is able to address policy issues through the use of a subpoena.

VII. JJC CHAIR REPORT

- **Group Home visit inspections-** will be completed by July 8th
- **2003 Inspection Report** – has been edited and remains in draft form. Garry Berringer, JDAI Coordinator announced JDAI - Annie Casey Initiative is concerned with the self inspection of Juvenile Hall and is hosting an annual conference that will include a format on how jurisdictions will perform self inspections. The Chair will follow-up with the Vice Chair preparing a document for the Commission to approve. Comm. Adlo-Robinson commented that historically the audience inspection report included the Court and Board of Supervisors which is important to distribute the report by July as it relates to the upcoming budget hearing and the impact of health care services.

VIII. ANNOUNCEMENTS

- **Bayview & Sunnydale Communities:** Comm. Hale announced that a quiet hour would be held for Annie Powell who was gunned down several weeks ago. Judge Feinstein chimed in that guns have become the method for resolving disputes and is a chronic problem.

- IX. ADJOURNMENT** The Commission meeting was adjourned in the memory of Annie Powell @ 7:20 p.m.

Comm. Ad'lo-Robinson, Secretary

...genmtg,june2004



Juvenile Justice Commission

City and County of San Francisco

Damone Hale, CHAIR
Mariene Sanchez, VICE-CHAIR

Mary-Louise Adlo Robinson
Georgette Elizalde
Eli Horn
Stephanie Kekulawela
Melinda Mills
Carlos Pacheco
Rose Willis

Yolanda J. McGary-Bellia,
Executive Administrator

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

JULY 8, 2004

- I. **CALLED TO ORDER:** Meeting called to order by Comm. Damone Hale @ 5:45 p.m.
- II. **ROLL CALL:** * arrived after roll was called
Comm. Alvarenga
Comm. Hale
Comm. Horn
Comm. Henning
Comm. Mills
Comm. Willis *
Comm. Kekulawela

COMMISSIONERS EXCUSED/ABSENT
Comm. Adlo-Robinson (e)
Comm. Elizalde(e)
Comm. Sanchez (e)
Comm. Pacheco (e)

JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:
Yolanda McGary- JJC Executive Admin.
Asst. Chief William Johnston, Juvenile Probation Department
Omar Khalif, Ombudsman
- III. **APPROVAL OF MINUTES-** June 2004 minutes adopted with an amendment to the minutes "The JJC adjourned in the memory of Annie Powell."
- IV. **JUVENILE PROBATION DEPARTMENT REPORT, William Johnston, Assistant Chief Probation Officer**
* **Ombudsman Report**, Mr. Khalif reported the recent grievances were from detainees requesting an Imam to perform Islamic religious services. Q: Has the Ombudsman received specific conflict resolution training? A: Yes. Q: Can detainees grieve anything? A: Grievances must fall within the guidelines of Title 15. Mr. Khalif noted that the grievances at LCRS remain at zero (0), he believes is due to the open setting at the Ranch.
- V. **JJC CHAIR REPORT, Comm. Damone Hale, Chair**
* **The Juvenile Probation Department Budget-** during the June General meeting "talking points" were discussed and were to be distributed by the Juvenile Probation Commission. The "talking points" were not developed. Comm. Hale explained one issue considered during the budget hearing process was to determine whether services provided through Community Based Organizations should be cut.

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Juvenile Justice Commission
Adopted GENERAL MINUTES July 2004

- * **Juvenile Probation Department** has sent two members to attend the Juvenile Detention Alternatives Initiative (JDAI) Conference held in the East Coast. Comm. Hale raised the question of the JJC Executive Administrator should attend the facilities training component of the conference. However, not enough pre planning occurred to permit her to attend the conference. It is expected that other JDAI conferences will occur which the JJC will participate directly.
- * **The Juvenile Justice Commission has by and large completed inspecting the group homes in San Francisco.** The inspection team completed more inspections and a draft report of the inspections is expected by the end of the month.

VI. NEW / OLD BUSINESS

- * **Comm. Hale** shared that he will be focused on his youth program and the JJC. The Chair also suggested the JJC plan to retreat in the later part of August; he also asked members to consider the JJC infrastructure as an agenda item. Comm. Mills was asked to organize the dates for the retreat.
- * **Comm. Kekulawela** reported that during a recent Juvenile Hall visit staff retorted that the JJC was ineffective. Comm. Kekulawela inquired how the JJC could become more pronounced among staff and the community. Comm. Willis responded that the JJC is effective although the Commission does not address every issue. Comm. Hale agreed with Comm. Willis and explained that the JJC has been instrumental in establishing a strip search policy, the Ombudsman position etc.

VII. PUBLIC COMMENTS

- * Ms. Lark Thomas, a social worker introduced her self to the JJC. She is a consultant who works with the Child Abuse Prevention Center and provides parenting classes for San Francisco County, submitted an application to the JJC. Comm. Hale recommended Ms. Thomas is recommended to the Court for appointment. The Commission agreed.
- * The JJC will begin interviewing for its vacancies during the month of July.

VIII. ADJOURNMENT @ 6:50 p.m.

Comm. Adlo-Robinson, Secretary



Juvenile Justice Commission

City and County of San Francisco

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

August 5, 2004

I. **CALLED TO ORDER:** Meeting called to order by Commissioner Eli Horn, at-large member @ 5:45 p.m.

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

Comm. Alvarenga

Comm. Elizalde

Comm. Henning

Comm. Horn

Comm. Kekulawela

Comm. Mills

COMMISSIONERS EXCUSED/ABSENT

Comm. Adlo-Robinson (e)

Comm. Hale (e)

Comm. Jones-Mason (loa)

Comm. Pacheco (e)

Comm. Sanchez (e)

Comm. Willis (e)

III. **JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:**

Yolanda McGary-Beitia, Executive Administrator JJC.

Katherine Feinstein, Supervising Judge Juvenile Court

Liz Jackson-Simpson, Acting Chief Probation Officer

Thabiti Mtambuzzi, Director Special Programs for Youth

Omar Khalif, Ombudsman

IV. **APPROVAL OF MINUTES- Motion:** minutes adopted for the month of June 2004.S/C.

V. **JUDGES CORNER/ Katherine Feinstein, Supervising Judge Unified Family Court**

☆ Judge Feinstein had no items of business to report and expressed that she is happy to see the JJC agenda will be approving the 2003 Juvenile Hall inspection Report.

☆ Judge Feinstein proposed the Commission consider vacating the appointment of Commissioner Jones-Mason since she has not served on the Commission for the past year; the JJC should adhere to their Bylaws. Judge Feinstein also acknowledge Commissioner Jones-Mason has provided exemplary service to the JJC for many years, however her Ph.D. program does not allow her to serve at this time and there are candidates who are able to serve on the Commission. Comm. Elizalde explained that standard procedures are to send members a letter reminding them of the rules. **Action item - Motion:** a letter is sent to Comm.

Jones-Mason thanking her for her service on the Commission, that her membership will be vacated since the JJC needs to fill the vacant position. Discussion- Comm. Henning inquired if other community projects can be substituted for attending JJC meetings. The Executive Administrator explained that Comm. Jones-Mason had requested an extended leave of absence, which was granted. **Motion second / carried.**

VI. JUVENILE PROBATION DEPARTMENT REPORT, Liz Jackson-Simpson, Director of Community Programs

- ☼ Ms. Jackson-Simpson is the Acting Chief during Chief Tucker's absence and while Asst. Chief Bill Johnston was on vacation.
- ☼ JJC Commissioners introduced themselves to Ms. Jackson-Simpson.
- ☼ Ms. Jackson-Simpson reported the week was un-eventful.
- ☼ Juvenile Hall count is at 84 and 18-19 referrals to Log Cabin Ranch.
- ☼ Q: What is the status of the gas leak at LCRS? A: There was an inspection by DPW on Friday, July 30th. The Department acknowledges that the old equipment could be replaced at the Ranch and the Ranch is not in violation of any safety hazards. Q: where specifically was the leak? A: the cleaning table, which the Engineer resolved. The entire ranch has since been inspected. Q: Any idea when the Chief will return? A: No idea when the Chief will return; the Assistant Chief Bill Johnston returns on Monday.
- ☼ **Ombudsman Report, Mr. Omar Khalif** reported he is in contract re-negotiation with the Department and his attendance to the Commission meeting was a courtesy. There are grievances however, Mr. Khalif did not prepare a report that summarizes the grievances. Q: were the investigations done and no report was written? A: Yes. Investigations are being conducted, but no report was written. Q: How many grievances were filled? could you elaborate on the violations? A: Four grievances. One grievance was a young man was denied access to breakfast, and also locked in his room. The detainee prepared a grievance and was not satisfied with the resolution from staff. The youth appealed and the grievance continues through the process. The Ombudsman did not elaborate on the other three grievances.
- ☼ Q: Who is your supervisor? A: Bill Johnston. Q: is he (Johnston) aware of the status of the grievances? A: No. he is on vacation. Q: was there any oversight regarding the July grievances? A: No. I report to Mr. Johnston the beginning of each month. Mr. Mtambuzzi chimed in that he believes a breach of confidentiality exists for the Ombudsman when he reports to the JJC about investigations that he overseeing and is resolving. Mr. Mtambuzzi also added that the Ombudsman is being referred to as an employee vs. a contractor creating an odd relationship. A lengthy discussion surrounding the Ombudsman and the position.
- ☼ Ms. Jackson-Simpson explained the Community Programs Department will be opening the Ombudsman contract permitting other agencies to bid for the position. She also informed the Commission that Community Programs Department is interested in partnering with Superior Court in defining the position and sharing financial resources relating to the Ombudsman position, similar to the way the position was originally designed.

VII. SPECIAL PROGRAMS FOR YOUTH, Director Thabiti Mtambuzzi

- ☼ Mr. Mtambuzzi reported that his position as Director will expire August 31, 2004. He has not received any indication that his position will continue beyond that date.

JJC General Meeting Minutes -Adopted
August 5, 2004

- ⚙ SPY Monthly report distributed indicates a minor received psychotropic drugs and was referred to McCallie hospital.
- ⚙ The JJC applauded Mr. Mtambuzzi for his tenure with the Juvenile Probation Department and that he will be missed.
- ⚙ Q: Are you [Mr. Mtambuzzi] familiar with Medicaid/Medicare funding? A: No. The JJC could write letters to the program requesting a budget for Mr. Mtambuzzi's position. Comm. Henning suggested a letter will make a difference. Mr. Mtambuzzi informed the JJC that several Director positions are being eliminated throughout the City, which are critical positions. He urged the Commission to write a letter saving the position instead of his job. **Action item** - **Motion:** Comm. Henning draft a letter [on behalf of the Chair] to Dr. Katz, Department of Health advocating funding for the Special Programs for Youth Director position.
Second/Carried.. Judge Feinstein stated that the Department Health is considering the Youth Guidance Center site as a clinic facility leading to the decision of one site director for several facilities.

VIII. JJC CHAIR REPORT, Comm. Eli Horn, At-Large

- ⚙ Commission Quorum- Adoption of June General Meeting Minutes **Action item** - **Motion: to accept the June Minutes. S/C.**
- ⚙ **Action item** - **Motion: Adopt the 2003 Juvenile Hall Inspection Report. S/C.**

IX. ADJOURNMENT @ 6:45 p.m.

Commissioner Adlo-Robinson, Secretary



Juvenile Justice Commission

City and County of San Francisco

Georgette Elizalde, CHAIR
Melinda Mills, VICE-CHAIR
Mary-Louise Adlo-Robinson
Kimberly Alvarenga
Eli Horn
Brian Henning
Sharon Jones
Stephanie Kekulawela
Carlos Pacheco
Lark Thomas
Rose Willis
Yolanda J. McGary-Beitia, Executive Staff

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

April 7, 2005

- I. **CALLED TO ORDER:** Meeting called to order by Comm. Mills, Vice Chair @ 5:40 p.m.
- II. **ROLL CALL:** * arrived after roll was called
Comm. Adlo-Robinson
Comm. Henning
Comm. Horn
Comm. Jones
Comm. Kekulawela
Comm. Mills
Comm. Pacheco
Comm. Thomas

COMMISSIONERS EXCUSED/ABSENT
Comm. Elizalde (e)
Comm. Alvarenga (e)
Comm. Willis (e)

JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:
Yolanda McGary-Beitia, JJC Executive Staff
Judge Davis, Unified Family Court.
Bill Johnston, Assistant Chief Probation Officer
Dr. Marie-Rose, Director of SPY
Rev. Toni Dunbar, Juvenile Hall – Spirit Life Center
- III. **APPROVAL OF MINUTES-** Motion: minutes adopted for the month(s) of February and March. S/C.
- IV. **JUDGES CORNER/ Nancy Davis, Judge Unified Family Court**
☆ **Courtroom changes:** Judge Mahoney relocated to a different floor to help separate the congestion occurring in the hallways.
☆ **Juvenile Law Institute** will discuss the issue of undocumented youth.
- V. **JUVENILE PROBATION DEPARTMENT REPORT, Bill Johnston**
☆ **Chief Siffermann** the newly appointed Chief, had a death in the family and plans to attend the next JJC meeting.
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JJC UN-ADOPTED MINUTES OF GENERAL MEETING
April 7, 2005

- ✧ **Mr. Doyle and Johnston** appeared at the Board of Supervisors to discuss the workers compensation policy. Sam Kinghorn is responsible for workers compensation and is proactive in monitoring the workers compensation situation.
- ✧ **Q & A:** What is the JH count? A: in the low 90's. 92-94 as of 6 a.m. this morning. Q: Were youth released? A: placement and fewer arrests are the reasons for the lower count. Q: what is the status of video project as a resource providing translation for the monolingual youth? A: cassettes need to be purchased to help with the orientation.

VI. SPECIAL PROGRAMS FOR YOUTH, Dr. Pierre Marie-Rose, Director

- ✧ **LCRS-** a detainee was recently placed at LCRS who is on psychotropic medication.
- ✧ **The dynamics** between SPY and JH are changing primarily due to the assistance of Mr. Doyle who has been instrumental in the collaboration process although very challenging.
- ✧ **Q & A:** the youth admitted to LCRS was on the psyche unit. What steps are taken to support the youth? A: SPY acted conservative in their approach and placed the youth on a low dose of medication. Dr. Marie-Rose believes the youth may make it at the Ranch although the medication has side effects; the side effects, nor the medication should not be a deterrent to the youths ability to succeed at the ranch. A nurse is also stationed at LCRS seven (7) days per week that will monitor the youth. Mr. Doyle interjected that the youth in question has been in JH since he was 12 years old and has been out of control since then. He is now 16 years old and the medication together with the staff the youth is looking forward to LCRS. The youth has made many changes.

VII. Spirit Life Center, Rev. Toni Dunbar, Chaplain-Director

- ✧ **Rev. Dunbar** explained the historical background of the Chaplain program that began in 1998 including her career as a chaplain. On focus of the program is the ability of the staff to work with marginalized people (poor, Black, Latin). Unfortunately the lack of funding resources has limited the amount of services the chaplain staff is able to provide. Minister Abernathy performs much of the outreach services and is on the units regularly. Another component of the Spirit Life Center is to analyze why recidivism continues. part of the process includes examining youth during a 3,6, 9 month period to better determine the aftercare services youth need to complete the probation terms.
- ✧ The services at the Spirit Life Center would also be better utilized if a case management program was in place through the Center including connecting with the Faith Community collaborating in providing other services to the youth leaving detention.
- ✧ **Q & A:** Grief counseling. Youth are triggered by difficult phone calls. Is grief counseling a service provided through the Chaplaincy program? A: Yes, although the Center is working on creating formal policies. Currently in the case of a death the unit staff notifies the center. Mr. Doyle stated the practice also includes connecting with SPY and probation staff. However there is no formal policy or system to ensure the Chaplain is included in death notifications. Rev. Dunbar also stressed that additional training for the JH staff is needed as it relates to death notification and that the Center is prepared to provide range services. Q: Is confidentiality practiced in terms of confession and communion? A: Yes since Chaplains are mandated reporters.

VIII. CHAIR REPORT: Comm. Mills, Vice Chair

- ✧ **Incident Report Reviewer-** Comm. Henning reported there were many incidents primarily fighting between the detainees.
- ✧ **Comm. Adlo-Robinson** suggested the Facilities Committee be appointed a co-chair. The suggestion was referred to the Executive Committee.

JJC UN-ADOPTED MINUTES OF GENERAL MEETING

April 7, 2005

- ✧ Court/Wardship Committee, Comm. Mills reported that the committee met and has decided to visit group homes out-of-county. A placement list has been requested from the Juvenile Probation Department.
- ✧ Facilities Committee, Comm. Horn, reported the committee met and is working on scheduling jail inspections?
- ✧ Comm. Adlo-Robinson recommended Liz Jackson-Simpson be invited to the May JJC meeting to discuss the role of the Ombudsman.

IX. ADJOURNMENT



Juvenile Justice Commission

City and County of San Francisco

Melinda Mills, VICE-CHAIR
Georgette Elizalde, CHAIR
Mary-Louise Adlo-Robinson
Kimberly Alvarenga
Eli Horn
Brian Henning
Sharon Jones
Stephanie Kekulawela
Carlos Pacheco
Lark Thomas
Rose Willis
Yolanda J. McGary-Beitia, Executive Staff

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

May 5, 2005

I. **CALLED TO ORDER:** Meeting called to order by Comm. Elizalde @ 5:40 p.m.

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

Comm. Adlo-Robinson
Comm. Elizalde
Comm. Henning
Comm. Horn
Comm. Jones
Comm. Kekulawela
Comm. Mills
Comm. Pacheco
Comm. Thomas

COMMISSIONERS EXCUSED/ABSENT

Comm. Alvarenga
Comm. Willis

JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:

Yolanda McGary-Beitia – JJC Staff
Bill Siffermann, Chief Probation Officer
Tim Diestel, Asst. Director Juvenile Hall

III. **APPROVAL OF MINUTES-** minutes adopted for the month(s) of

IV. **JUVENILE PROBATION DEPARTMENT REPORT**

Chief Siffermann gave his background and philosophical goals for the Juvenile Probation Department. Q- Have you had experience the Juvenile Justice Commission before? If so how do you see their role? A- In Illinois there is a Juvenile Justice Council comprised of stakeholders. The council did not involve Youth Guidance Center · 375 Woodside Avenue · San Francisco, CA 94127 · (415) 753-7756

community advocates. Chief Siffermann expressed his excitement about working the with JJC and looks forward to sharing information.

V. JJC CHAIR REPORT, Comm. Elizalde

- ✧ Comm. Elizalde reported that the 2nd draft of the 2005 Juvenile Hall Inspection report has been finalized. Commissioners' Kekulawela, Mills, and Jones were thanked for providing feedback to the inspection report. Comm. Kekulawela made several grammatical changes to the report.
Motion: Report adopted with friendly amendment that corrections are made S/C.
- ✧ **Facilities Committee: Comm. Horn, Committee Chair**
- ✧ **Adult Jails / lock-ups inspection** orientation for the upcoming inspections are scheduled for May 19th. Yolanda, JJC Executive Staff will facilitate the training. All JJC members will participate in the inspections. Comm. Horn distributed the list of teams. Inspections will occur through the end of June. the Chief of Police will be informed that inspections are taking place.
- ✧ **Vegetarian meals-** Comm. Horn suggested a policy surrounding vegetarian meals for youth in Juvenile Hall is developed. Comm. Elizalde stated that she would meet with the Chief to discuss the issue.
- ✧ **Incident reports-** 1/3 fewer incidents were reported during the month of April. The Commission has requested Incident reports from LCRS are sent on a regular basis. According to Mr. Diestel an incident recently occurred in JH that involved a suicide attempt. A detainee attempted suicide using an ace bandage. A nurse was ware that the youth had an ace bandage but did not convey the information to the JH staff since the youth had an earlier injury. The youth attempted suicide required medical intervention. The youth is fine now. Mr. Diestel stated the problem was that neither the nurse nor the staff realized the youth had a bandage. Comm. Elizalde asked the Chief to notify the JJC office immediately when critical incidents occur.
- ✧ **Court/Wardship Committee – Comm. Mills, Committee Chair**
The committee did not meet during the month of April. The goals however remain the same that is to review out of county placement facilities.

VI. ADJOURNMENT Motion/ S/ C @ 6:55 p.m.

Comm. Stephanie Kekulawela, JJC Secretary

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

December 1, 2005

- I. **CALLED TO ORDER:** Commissioner Mills, Vice Chair called the meeting to order @ 5:45 p.m.
- II. **ROLL CALL:** * arrived after roll was called
Comm. Adlo-Robinson
Comm. Henning
Comm. Horn
Comm. Jones
Comm. Mills
Comm. Thomas
COMMISSIONERS EXCUSED/ABSENT
Comm. Alvarenga
Comm. Elizalde
Comm. Willis
- III. **APPROVAL OF MINUTES-** minutes for the November 2005 was held over to the January 2006 General Meeting.
- IV. **JUVENILE COURT/PROBATION DEPARTMENT STAFF:**
Yolanda McGary-Beitia, JJC Staff
Dennis Doyle, Director Juvenile Hall
Center for Young Women's Development, Program Staff
- V. **ANNOUNCEMENTS,** Sophia Sanchez, Center for Young Women's Development distributed a proposal for an Incarcerated Young Mothers Bills of Rights.
 - ✧ Ms. Sanchez asked the JJC to support the Young Mothers Bill, and assist in establishing procedures for implementation of the proposed Bill that would include monitoring the grievance procedures. The monitoring would ensure that no violation of girls' rights occur.
 - ✧ Motion: Accept in concept the Incarcerated Young Mothers Bills of Rights. S/C.
- VI. **JUVENILE PROBATION DEPARTMENT REPORT,** Dennis Doyle, Director Juvenile Hall.
 - ✧ The opening of the new Juvenile Hall has been delayed.
 - ✧ Chief Siffermann and Judge Davis attended the JDAI conference in Las Vegas.
- VII. **JJC CHAIR REPORT, Comm. Mills, Vice Chair**

- ✧ Commissioner Horn reported from the Nominating Committee. The Nominating Committee present the JJC with the slate of officers: Comm. Mills, Chair, Comm. Adlo-Robinson and Comm. Wills Vice Chair, Comm. Jones, Secretary, Comm. Alvarenga and Comm. Thomas At Large. Motion: Accept the slate of the Nominations Committee. S/C. Commissioners voted (twice)(on the Vice Chair seat and the vote was tied. Vice Chair nominations held over until January 2006.
- ✧ Commissioner Mills moved the General meeting to a closed session @ 5:50 p.m.

VIII. **ADJOURNMENT** 7:15 p.m.



Juvenile Justice Commission

City and County of San Francisco

Melinda Mills, CHAIR
Mary-Louise Adlo-Robinson
Kimberly Alvarenga
Georgette Elizalde
Eli Horn
Brian Henning
Sharon Jones
Lark Thomas
Rose Willis

Yolanda McGary-Beitia, Staff

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

January 5, 2006

I. **CALLED TO ORDER:** Comm. Mills, Chair called the meeting to order at 5:45 p.m.

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

Comm. Adlo-Robinson

Comm. Alvarenga

Comm. Elizalde *

Comm. Henning

Comm. Horn

Comm. Jones

Comm. Mills

Comm. Thomas

Comm. Willis

COMMISSIONERS EXCUSED/ABSENT

N/A

III. **APPROVAL OF MINUTES-** Motion: November minutes are summarized instead of captured verbatim. Discussion: whether the Commission should augment the November minutes as it relates to the statement by Dr. Pierre Marie Rose. Dr. Marie Rose commented that he is concerned about the release of the minutes and hopes the JJC advocates for youth, maintaining confidentiality. Motion: November 2005 minutes and tape referred to the Executive Committee. S/C.

IV. **JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT**

Nancy Davis, Judge UFC

Yolanda McGary-Beitia, JJC Staff

William Siffermann, Chief Probation Officer

Pierre Marie Rose, MD, Special Programs for Youth, Director

Rabon San Miquel, Special Programs for Youth

V. **JUDGES CORNER/ Nancy Davis, Judge Unified Family Court**

- o **Changes of Judicial Officers:** Judge Mahoney has moved to the Civic Center Courthouse. Judge Davis has moved from Department 29b to Department 30 at YGC and is working with the Placement unit. Judge Feinstein will be leaving UFC for the Civil Department. She will be missed as Supervising Judge and Judge Hitchens will return as Supervising Judge.
- o Judges Mahoney, Lam and Davis met with Chief Siffermann.

JJC GENERAL MEETING - Adopted Minutes
January 5, 2006

stated that he hoped that the policy and procedures is revised and edited. The mental Health section particularly needs to be updated. Mr. Doyle added that the medical policies are being developed.

VIII. JJC CHAIR REPORT, Comm. Mills, Chair

- o Voting on the Vice Chair position was convened due to a tie-vote at the December 2005 meeting. Commissioner's Adlo-Robinson and Willis were nominated for Vice Chair. Discussion regarding Commissioner Adlo-Robinson tenure on the JJC. Commissioner Mills agreed to research the tenure record. Motion: Delay voting on the Vice Chair until the tenure issue is resolved. S/C/ Abstention, Comm. Willis.
- o The Executive Committee will be notified of the next Executive Committee meeting.

IX. ADJOURNMENT at 7:15 p.m.

Sharon Jones, JJC Secretary



Juvenile Justice Commission City and County of San Francisco

Melinda Mills, CHAIR
Rose Willis, Vice CHAIR
Mary-Louise Adlo-Robinson
Kimberly Alvarenga
Georgette Elizalde
Eli Horn
Brian Henning
Sharon Jones
Lark Thomas

Yolanda McGary-Beitia, Staff

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

March 2, 2006

I. **CALLED TO ORDER:** Commissioner Mills, Chair called the meeting to order at 5:40 p.m.

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

Comm. Elizalde
Comm. Henning
Comm. Horn*
Comm. Jones
Comm. Mills
Comm. Thomas
Comm. Willis

COMMISSIONERS EXCUSED/ABSENT

Comm. Adlo-Robinson (e)
Comm. Alvarenga (e)

III. **APPROVAL OF MINUTES** January & February minutes held over until April General Meeting.

IV. **JUVENILE COURT & OTHER DEPARTMENT STAFF PRESENT**

Dennis Doyle, Director Juvenile Hall
Dr. Pierre Marie-Rose, Director Special Programs for Youth

V. **JUVENILE PROBATION DEPARTMENT** Dennis Doyle- JH Director

- Mr. Doyle represented the Juvenile Probation Department reported that Chief Siffermann was away at a mandatory training. Juvenile Hall had its annual health inspection that went well.

- Comm. Thomas commented that the distasteful salad dressing and low fat mayonnaise would be replaced. Vegetarian diets were also discussed. Mr. Doyle stated that Title 15 does not have a requirement for vegetarian diets and if the Department chooses to include a vegetarian diet nutritional requirements must be met. The Department has been working with Dr. Marie-Rose to develop procedures for special diets. Currently detainees receive a salad as a substitute for vegetarian and vegan requests. Accommodations are made for youth on a case-by-case basis. Commissioner Thomas added that nutritionist suggested that peanut butter could supplement the vegetarian diet.
- B3 Steam table: Commissioner Henning reported that the steam table has not been replaced. However, the damage to the ceiling above the table has been patched.
- Caloric intake: Mr. Doyle reported that 2% milk is served and is acceptable to the nutritionist. Q: Are the sizes of the youth considered when deciding the number of calories they should have? A: Dr. Marie-Rose explained that the calories provided will probably exceed the needs of the smaller youth yet are sufficient for the larger ones. Dr. Marie-Rose explained that the calories provided will probably exceed the needs of the smaller youth yet are sufficient for the larger youth.

VI. SPECIAL PROGRAMS FOR YOUTH, Dr. Pierre Marie-Rose, Director

- Dr. Marie-Rose reported that the inspection of the health department went well. The mental health and pharmacy information in the policy and procedures has since been updated.
- A deficiency was cited in the inspection as it relates to how youth report their medical problems to the nurse at Log Cabin Ranch compared to how problems are reported to Juvenile Hall. Youth at LCR use a logbook and it is not placed in confidential setting. Youth will begin using a sick-call form similar to the one at YGC.
- SPY annual policy and procedures training will occur soon. Instead of training JH staff and SPY staff separately, all staff will be trained together.
- It was also reported that SPY is focusing on accurate diagnosis of mental health problems, particularly of African American males. Work on this issue will include a dialogue with judges.

VII. JJC CHAIR REPORT, Commissioner Mills

- **Elections:** Commissioner Adlo-Robinson submitted a memo withdrawing her nomination for Vice Chair. Comm. Elizalde reminded Commissioners that elections of officers must be formalized through the voting process. Motion: Nominate Commissioner Willis as Vice Chair. S/C. Chair Mills said that Commissioner Adlo-Robinson has volunteered to review the bylaws and investigate parliamentary process by the end of her tenure. Commissioners said that they would bring in information that they had about parliamentary process.

- **Committee Assignments:** Chair Mills circulated a sign-up sheet for committee assignments. Commissioners indicated whether they wanted to serve on the Facilities or Court Wardship Committees. Chair Mills said that she would attend the tri-county JJC meeting. Chair Mills or Vice Chair Willis will attend the county Coordinating Council. Commissioner Thomas volunteered to attend the JDAI - Disproportionate Minority Confinement Committee meetings.
- **Group Home Report:** Motion: The group home report is adopted. S/C. Commissioner Jones will draft cover letters to the judge and to the group homes to send with the report.
- **Log Cabin Ranch Report:** A draft of a report on the recent inspection of Log Cabin Ranch was distributed. The inspection was limited to those areas of deficiency found at the last inspection. Commissioners found that conditions had improved greatly at the Ranch. Chair Mills said that the Commission would do a full inspection in the fall.
- **Interview Committee:** One candidate was interviewed, who was recommended to the judge for appointment. Two additional candidates will be interviewed on March 7. The need for youth commissioners was discussed. Vice Chair Willis said she would forward the phone number for ILS to the JJC office regarding youth commissioners.

VIII. PUBLIC COMMENTS

Ophelia Williams, new Commissioner (not sworn in yet) was introduced and she discussed her background.

IX. ADJOURNMENT 7:00p.m.



Juvenile Justice Commission

City and County of San Francisco

Melinda Mills, CHAIR
Rose Willis, Vice CHAIR
Mary-Louise Adlo-Robinson
Kimberly Alvarenga
Francisco Durán
Eli Horn
Brian Henning
Sharon Jones
Juanita Mantz
Lark Thomas
Ophelia Williams
Benson Wong

Yolanda McGary-Beitia, Staff

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

April 6, 2006

- I. **CALLED TO ORDER** Commissioner Mills, Chair called the meeting to order @ 5:45 p.m.
- II. **COMMISSIONERS APPOINTED** Judge Davis swore in and appointed four new JJC Commissioners. Commissioner Horn was also reappointed. The new members briefly introduced themselves and shared why they joined the JJC. The new Commissioners are Francisco Duran, Juanita Mantz, Ophelia Williams, and Benson Wong.
- III. **ROLL CALL:** * arrived after roll was called
Commissioner Adlo-Robinson
Commissioner Alvarenga
Commissioner Henning
Commissioner Horn
Commissioner Jones
Commissioner Mills
Commissioner Thomas
Commissioner Willis
- COMMISSIONERS EXCUSED/ABSENT**
Commissioner Elizalde
- IV. **APPROVAL OF MINUTES** The minutes was adopted for the months of February and March. Second/ Carried.
- V. **JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT**
Yolanda McGary- Beitia, JJC Staff
Nancy Davis, Judge
William Siffermann, Chief Probation Officer
Pierre Marie-Rose, M.D., Special Programs for Youth
- VI. **JUDGES CORNER** Judge Nancy Davis, Unified Family Court
 - Mentoring Program: In collaboration with the Girls Justice Committee, the Court continues to consider ways the mentoring program can be developed and coordinated.

- Judge Davis welcomed the new members to the Juvenile Justice Commission and encouraged the members to ask questions.

VII. **SPECIAL PROGRAMS FOR YOUTH** Dr. Pierre Marie-Rose, Director

- The first two years in SPY has included many personnel changes.
- Dr. Marie-Rose provided a six-hour policy and procedures training for staff in both SPY and the Juvenile Hall.

VIII. **JUVENILE PROBATION DEPARTMENT REPORT** Chief Siffermann

- Chief Siffermann apologized for missing the March meeting due to his attendance at another training.
- April 2006 marked the one-year anniversary for Chief Siffermann.
- The Juvenile Probation Department gave the Board of Supervisors a summary report that discussed youth violence and the number of juvenile hall bookings.
- A Supplemental budget proposing one million dollars is allocated to Log Cabin Ranch School and 90k to the Evening Reporting Centers was submitted to the Mayors Office, Finance Committee. The Juvenile Justice Coordinating Council convened to determine how the funding would be distributed.
- Q & A: Q: Where are the evening reporting centers located? A: Mission –Percita Center and in the Bayview for the boys. Comments: There are not enough services for youth between the ages of 11-18. Chief responded that the message has been heard.
- Two youth escaped from Log Cabin Ranch two months ago. One of the youth has since been captured. Chief Siffermann stated that an internal investigation is being conducted to examine the actions of staff before, during, and after the escapes. The population of Log Cabin Ranch is currently 27.
- Q: Is there an estimated date when the investigation would be completed? A: No. Former Chief Probation Officer Johnson is working on the investigation, and there is no budget allocation to pay for it. Q: Were the youth not monitored during the incident as they were transitioning to another part of the grounds? A: Statements are being collected from staff that would answer this question. Q: Since the Probation/ Counselors test has been given, are Probation Officers being pulled from the list? A: The issue is getting requisitions and identifying “on-call” counselors from JH to fill in at LCRS.

IX. **JJC CHAIR REPORT** Commissioner Mills, Chair

- Commissioner Mills informed the Commission that Juvenile Hall inspections should be conducted in May and June. The facilities committee will develop the inspection teams. All members will be assigned to participate in the inspection.
- There were no reports from the Facilities or Court Wardship Committees.
- Yolanda, JJC Administrator, will train new Commissioners over the next several months.

X. **ADJOURNMENT** @ 7:05 p.m.



JUVENILE JUSTICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Melinda Mills, CHAIR
Lark Thomas, Vice CHAIR
Mike DiTaranto
Eli Horn
David Inocencio
Maria Lourdes Nosedal
Rose Willis
Sidney Wilson
Benson Wong

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

November 1, 2007

- I. **CALLED TO ORDER:** Meeting called to order by Commissioner Lark Thomas at 5:50 p.m.
- II. **JUDGES CORNER/ Judge Davis, Unified Family Court**
 - ❖ New members David Inocencio, Sidney Wilson, Maria Lourdes Nosedal were sworn-in by Judge Davis.
 - ❖ Judge Davis reported that Judge Lam is ill and is expected to return to work shortly.
- III. **ROLL CALL:** * arrived after roll was called
 - Comm. DiTaranto
 - Comm. Horn
 - Comm. Inocencio
 - Comm. Nosedal
 - Comm. Thomas
 - Comm. Willis*
 - Comm. Wilson
 - Comm. Wong*

COMMISSIONERS EXCUSED/ABSENT

 - Comm. Alvarenga (a)
 - Comm. Mills (e)
- IV. **JUVENILE COURT/PROBATION DEPT. STAFF PRESENT:**
 - Yolanda McGary-Beitia, JJC Staff
 - William Siffermann, CPO
 - Kevin Kerr, Principal of Court Schools
 - Dennis Doyle, Juvenile Hall Director

V. COURT SCHOOLS, Kevin Kerr, Principal

- ❖ Mr. Kerr reported that a Principals Meeting was held at Woodside Learning Center.
- ❖ The Commission was informed that many changes have occurred in the court schools classroom correcting several earlier problems such as ensuring students receive school credit when they exit juvenile hall. Other changes in the Court schools include enhanced teaching methods to create a learning environment at court schools reducing the number of fights that occur. Creative learning methods will not include word searches, or puzzles instead teachers with creative instructional methods, and excited to teach which is demonstrated in their commitment to the detained students.
- ❖ A transition specialist has been hired to coordinate communication between the students and the schools they will return to. The goals of the transition specialist are to create an education passport that contains transcripts, IEP, GED (if applicable) and a writing sample that will accompany the detainees when they leave juvenile hall.
- ❖ The Community Court School also has Special Education teachers who are able to teach and nurture the students eventually preparing IEP's for every student.
- ❖ Court Schools will offer GED programs in collaboration with Focus, GED Program life skills a resource in the Community Services Division. Mr. Kerr explained that computer tutorial software with licenses had been purchased with the hopes of developing online curricula for students. He informed the Commission that since many technology problems occurred (e.g. fewer technicians, and computer lab problems) the GED program had not begun.
- ❖ Q & A: Q: How many GED candidates are there? A- There is a total of 30 students at all the sites. The legislation requires that only those youth who are "prepared" must be tested. He also stated that students are reading novels, and using textbooks, which allows teachers to apply a grade level, based on the curricula. credits are now school transferable, and recognized at both community colleges and state universities.
- ❖ Q- Are there any monolingual students and bilingual staff to teach students? A: Two credential ESL teachers are on staff including a bilingual Para teacher. One of the bilingual teachers speaks French, Spanish, German and Latin. Q- Is homework given to students who are home-schooled once they leave the facility? A: There has been a problem in collecting the documents from the home-schooled students. Parents have offered to help alleviate the problem but no success so far. Q: How has the GED program changed? A: Woodside is being considered a testing site certified by the state and a GED program is provided through the each-one-teach-one program.

VI. JUVENILE PROBATION DEPARTMENT REPORT, Chief Siffermann

- ❖ The "Trick or Treat" operation was a success. Chief Siffermann explained that several months ago youth on the caseloads were notified that 6 p.m. curfews must be followed and that they were not to travel to the Castro District (at Halloween). Certified letters were sent to families, and the court was notified of the operation that would take place on Halloween. It was a department wide approach that included other city agencies, and twenty Probation

Officers who patrolled the Castro District until 11 p.m. No youth were in trouble or arrested. The operation was a success and the police were extremely positive reflecting a good teambuilding effort. Accolades were received from the Chamber of Commerce and Police Chief Fong.

- ❖ Q & A: Q- If Castro Street is closed in the future could the community party be moved to another location? A- Revelers want to celebrate and all bay area Chiefs were asked to keep the probationers out of the Castro and that really worked. Q- What is the status of the attempted escapes reported in October meeting? A- All attempted escape plans have been foiled.

- ❖ Mr. Doyle reported the Juvenile Hall Count 113 detainees on the day of the meeting.

VII. JJC CHAIR REPORT, Commissioner Thomas, Vice Chair

- ❖ Mr. Doyle was asked whether the broken pipe reflected in the report had been repaired. Mr. Doyle responded that the repairs had not been corrected.
- ❖ The Commission discussed whether the recommended changes to the 2007 Juvenile Hall Inspection Report should be reflected in a separate report or in the adopted report. The Commission decided that a separate report reflecting the amended changes would be prepared and provided at the December General meeting for adoption.
- ❖ The Commission elected Commissioners Thomas, DiTaranto, Horn, and Wong as members to the Nominating Committee.

VIII. APPROVAL OF MINUTES?

IX. ADJOURNMENT @ 7:15 p.m.



Juvenile Justice Commission

City and County of San Francisco

Eli Horn, CHAIR
Michael DiTaranto, Vice Chair
Sydney Fisher
David Inocencio
Melinda Mills
Maria Lourdes Nosedal
Christina Stahlkopf
Lark Thomas
Shanell Williams
Sidney Wilson
Ben Wong

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

December 4, 2008

I. CALLED TO ORDER: by Comm. Nosedal, JJC Secretary @ 5:35 p.m.

II. ROLL CALL: * arrived after roll was called

Comm. Inocencio
Comm. Mills
Comm. Nosedal
Comm. Stahlkopf
Comm. Thomas
Comm. Williams
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. DiTaranto (e)
Comm. Fisher (a)
Comm. Horn (e)
Comm. Wilson (e)

III. APPROVAL OF MINUTES

September Minutes Adopted; motion/s/c
October Minutes Adopted; motion/s/c
November Minutes Adopted; motion/s/c

IV. JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:

Judge Newton Lam, Superior Court
Yolanda McGary-Beitia, JJC Staff
CPO Siffermann, Juvenile Probation Dept.
Dr. Pierre Marie-Rose, Director Special Programs for Youth

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V. JUDGES CORNER/ Newton Lam, Judge Unified Family Court

- Judge Lam reported that Judge McBride would be added to Youth Guidance Center.
- Judge Lam explained how immigrant youth are processed and detained at Youth Guidance Center.
- Shannon Martin Court Supervisor reintroduced herself to the JJC and distributed business cards.

VI. JJC CHAIR REPORT, Comm. Nocedal, JJC Secretary

- Comm. Mills Nominating Committee Conveyors distributed slate for JJC officers.
- Juvenile Hall Inspection Report adopted.

VII. JUVENILE PROBATION DEPARTMENT REPORT, CPO Siffermann

- Chief Siffermann stated that he did not understand the JJC request when reviewing incident reports and would like to develop a process to appropriately respond to the incident reports / the issues. The Commission agreed to Chief Siffermann suggestion when reviewing incident reports that required both Dir. Powell and Chief Siffermann to be advised of questions or issues relating to incident reports. The Chief also stated that he prefers incident reports are written without accusing the department and that the incident reports format should be considered. Ms. McGary-Beitia, JJC staff explained the JJC process.
- **Youth Law Center** will train juvenile facilities how to perform self-inspections. Members of the JJC will be invited to participate in the training.
- **Twelve P.O.'s** have been authorized for hiring.
- **Log Cabin Ranch School** was on "the chopping block" but with the assistance of Judge Hitchens the Ranch will remain open and NO layoffs recommended. It is hoped that more youth will be added and a re-entry program is being considered.
- Many community programs will experience JPD budget cuts.
- There were fewer un-documented youth in juvenile hall were in JH. Youth turned over to I.C.E. doesn't always result in deportation instead placement options and relatives are also considered.
- **Q&A:** Comm. Nocedal inquired about overcrowding in Juvenile Hall. Chief Siffermann responded that another unit had opened to reduce overcrowding in the units. Q: Are handbooks on the units in multiple languages. Chief Siffermann stated that he would alert Director Powell to verify the status of the handbooks.

VIII. SPECIAL PROGRAMS FOR YOUTH, Dr. Pierre Marie-Rose, Director

- **No Public Health Budget** cuts due to the requirements for children services, however, the Dept. requisitions remain unfilled that is one nurse and an operations manager.
- **Incident Reports** Dr. Marie-Rose stated that the Commission review of the incident reports reflected one approach of juvenile hall. Further, detention staff has different responsibilities as it relates to suicide attempts and SPY is immediately involved.

Behavior health is the first respondent and Dr. Marie-Rose suggested that Roban San Miquel, SPY Program Director and Dr. Marquart the Behavior Medical Director is invited to attend the next JJC meeting further explaining the suicide prevention process. SPY adheres to HIPPA practices as it relates to medical records that also are extended to include records from the Juvenile Probation Department and Behavioral Mental Health.

- **There were five Q-5's** that occurred in November. Dr. Marie-Rose reported the Q-5 watch is the result of incidents that reach a threshold; the Department is conservative how Q-5's is evaluated and that the statistics would be higher if it was not for the Behavioral staff that monitor and maintain the units. Many youth are diagnosed with schizophrenia and Bipolar disorders. Q: Comm. Nocedal inquired whether any holistic medicine is used? A: Dr. Marie-Rose stated that the psychiatrics decides about the psychotropic medication and obtains the necessary consent.

IX. COMMISSION BUSINESS, Comm. Nocedal, JJC Secretary

- Comm. Nocedal commented that learning continues to occur amongst JJC members.
- **Action item- Motion:** The slate for Commissioners is adopted. S/C.
2008 JJC Officers: Chairperson, Ben Wong; Vice Chair, Lark Thomas; Secretary/Treasurer, Marie Lourdes Nocedal, At-Large, Mike DiTaranto, At-Large, Christine Stahlkopf.
- Comm. Stalkolph will investigate creating a website for the JJC that will include the web/email addresses of Commissioners.
- **Action item- Motion:** The Juvenile Hall Inspection Report, dated July 31, 2008 is adopted. S/C.

X. ADJOURNMENT @ 7:15 p.m.

Comm. Nocedal, Secretary



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

Ben Wong, CHAIR
Lark Thomas, Vice Chair
Monica Carlos
Michael DiTaranto
Sydney Fisher
Eli Horn
David Inocencio
Melinda Mills
Ronnie Muniz
Maria Lourdes Nosedal
Sidney Wilson
Dana Wolfenbarger

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

December 15, 2009

I. CALLED TO ORDER: @ 5:45 by Commissioner Wong, JJC Chair.

II. ROLL CALL: * arrived after roll was called

Comm. DiTaranto
Comm. Fisher
Comm. Mills
Comm. Muniz
Comm. Nosedal
Comm. Wilson
Comm. Wolfenbarger
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. Carlos (e)
Comm. Inocencio (e)
Comm. Horn (a)

III. JUVENILE COURT/PROBATION DEPARTMENT & VISTORS

Bill Siffermann, Chief Probation Officer
Judith Sansone, SPY Director of Operations
Jim Fithian, Principal Court Schools

IV. APPROVAL OF MINUTES

Action item- Motion: "November 2009 General Meeting Minutes Adopted with corrections" S/C.

V. JJC CHAIR REPORT, Commissioner Ben Wong, Chair

- The JJC Executive Committee has been reviewing the process for **incident reports** and determined that the review process could be more efficient. Comm. Wolfenbarger submitted a draft report for the Commission to review. The Commission decided to

...genmtg.dec2009

A-the medial assistants will do some of the clinical duty. It's too early to say what the full impact will be. However, the changes that are occurring are system wide. Q- Is the Behavioral Health Psychiatrist part-time? A- No. Dr. Marquardt is full time. Additionally there is a therapist at Log Cabin who has been there for 2,5 years and a second therapist is being interviewed.

IX. COURT SCHOOLS, Jim Fithian Principal of Court School

- **Lower population count**, Mr. Fithian reported that the teachers had to re-adjust as the population count decreased and a unit closed in the juvenile hall. Although the count had declined the teachers were kept busy with the increased number of students in the GED program.
- **Student pupil services** have asked teachers to issue fewer suspensions that also factored in the lower juvenile hall count. Counseling, wellness centers, and student support serves are tools that support the students.
- **Visual & Performing Arts grant** has been allocated to the music program that will include amplifiers and software; the after-school programs will be enhanced to include yoga and dance classes. Q: Was it an one time grant? A: No a six year grant that will drop off. Class schedules of Woodside Learning Center and LCRS were distributed.
- **Additional programs** including urban sports, writer's corp. have been added to the schools program options to better serve the students.

X. COMMISSION BUSINESS, Commissioner Wong

- **LCRS Draft Report** reviewed by Commissioners who were asked to submit any edits / changes to Yolanda and Commissioner Wong prior to finalizing the report's content.
- **Website Committee**, Commissioner Wolfenbarger submitted a draft of the website to Commissioners and requested feedback.
- **Nominations Committee**, was Chaired and Convened by Commissioner Thomas. The Committee submitted its proposed slate of officers: Chair, Commissioner Wong; Vice Chair, Commissioner Wilson; Secretary slated Commissioner Nosedal who declined the slate and recommended Commissioner Wolfenbarger for nomination; At Large, Commissioners Inocencio/Mills/Thomas. Two at-large members would be elected. Treasurer is a non designated position. The members voted and the 2010 officers are Commissioners: Wong, Chair, Wilson, Vice-Chair, Wolfenbarger, Secretary, At-Large members are Mills & Thomas.

XI. ADJOURNMENT motion: "Meeting to adjourn" S/C @ 7:20 p.m.



Commissioner Wolfenbarger, JJC Secretary



Juvenile Justice Commission

City and County of San Francisco

Ben Wong, CHAIR
Lark Thomas, Vice Chair
Michael DiTaranto
Sydney Fisher
David Inocencio
Melinda Mills
Maria Lourdes Nosedal
Christina Stahlkopf
Shanell William
Sidney Wilson

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

January 8, 2009

I. **CALLED TO ORDER:** by Comm. Wong @ 5:35 p.m.

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

Comm. Fisher
Comm. Inocencio
Comm. Mills
Comm. Nosedal
Comm. Williams
Comm. Wilson
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. DiTaranto (e)
Comm. Horn (e)
Comm. Stahlkopf (e)
Comm. Thomas (a)

III. **JUVENILE COURT/PROBATION DEPARTMENT STAFF**

CPO Siffermann
Dr. Marie-Rose, SPY Director
Ms. Toni Powell, Juvenile Hall Director
Yolanda McGary-Beitia, JJC Staff

IV. **JUVENILE PROBATION DEPARTMENT REPORT, Chief Siffermann**

- Last year JPD produced a bi-monthly **newsletter**. Copies of the newsletter were distributed to JJC members.
- **A Log Cabin Ranch School (LCRS) graduation** ceremony was being planned at the writing of the minutes. The Corrections Standards Authority (CSA) had cited JPD's

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- education program because it did not meet State requirements by providing year around academic services; CSA required the correction was made within 90 days.
- **Self-Inspection** training is forth coming and will be hosted by the Youth Law Center and the JJC with other community partners are asked to participate in the training.
 - **Girls' unit population-** Juvenile Hall had 12 girls in custody a significant reduction compared to the past several months that were 22-23 girls. More of the females in detention have elements of violence that was not previously visible.
 - The **Juvenile Hall Counselors** sponsored a variety of youth programs at New Years. Chief Siffermann was pleased with the initiative of the counselors and is considering developing a RFP to unit counselors for programs such as ART Therapy, crafts, animal husbandry, etc.
- **Q & A:** Please discuss how safety occurs when the units are overcrowded. A: The numbers in the units decreased for about two days. Research reflects that occupancy and length of stay are factors to overcrowding. Public defenders represent about half of the JH population and the other half of the population are represented by private attorneys represent y. Those detainees represented by private counsel appear to stay longer.
- Q: what elicits a "take down" response? A: Chief Siffermann stated that he would have to look at the incident and noted that usually the threshold is the result of escalation and that "take down" is not a default response. Dr. Marie-Rose added that the counselors are thorough in their techniques and that their goal is to achieve [secure detainees] minimal injuries. The training is specific. Comm. Fisher stated she noticed the "take down" was reflected in the girls unit instead of the boys and several counselors "took her down." Director Powell responded to the questions surrounding the "take down" and added that the youth refused to go into the room. Following the "take down" the youth had complained about a hand injury. Q: Has the grievance process changed? A: Yes. Director Powell stated that the JJC would receive grievances monthly from the JH Director instead of the Ombudsman.
- Q: There seems to be an increase of Q-5's over the past several weeks how does that compare to other counties? A: Dr. Marie-Rose responded that the Medical Director & Program Director should be formally involved to respond to the questions. Q-5's is a five-minute watch with a high level of scrutiny. In 2006, 900 hours of Q-5 was logged, in 2007 that number was reduced to 700 hours and in 2008, for 9 months, 150 hours of Q-5 was recorded. The numbers reflected that the medical staff was been more proactive in its effort to continually reduce the Q-5 numbers. One method the staff used was to monitor those youth who required more care, thus avoiding Q-5. Less psychiatric hospitalization also occurred. Dr. Marie-Rose described an incident that blocked a young man from admission to JH by Dr. Marquart. Dr. Marquart instead recommended the youth referred to a facility with a higher level of medical care. Q: Do you expect the Q-5 reduction to continue? A: Dr. Marie-Rose said, "We will endeavor to bring the number down through proactive intervention." SPY also ensures the process is well coordinated with child crises.

- **Court Appointed Psychic Evaluators (CAPE)** consists of a group of psychologists and psychiatrists who evaluates the youth in detention. There have been a few problems within the system as it relates to standardization and coordination processes. Director Powell explained that evaluation problems occur because that is no appointment procedures required for the psychologist / psychiatrists when they meet with the detainees. For example CAPE will experience a delay if detainees are in court, which results in evaluations being completed during lunch/dinner. The CAPE group does however; receive training about the juvenile hall processes and are informed of the requirements. The judges are also concerned other systemic issues includes licensing, training although there has been support from.

V. SPECIAL PROGRAMS FOR YOUTH, Dr. Pierre Marie-Rose

- Budget issues have placed SPY in limbo and one position a Health Education Specialist and a nursing position has been lost in the health center. Beyond the two reductions SPY staffing remains robust; although cuts will occur the SPY Department can continue to manage.
- Corrections Standards Authority inspection will occur in a few months.
- Dr. Marie-Rose expressed his desire to appeal the final version of the JJC 2008 Juvenile Hall Inspection Report that was adopted and released in December 2008. Dr. Marie-Rose said that his performance appraisal was based on the CSA and JJC facility inspection reports and that he would like the JJC to revisit the issue. According to Dr. Marie-Rose *ironically* the JJC found the SPY Department out of compliance, which is inconsistent to the remainder of the report. Comm. Wong responded that the inspection team would evaluate the appeal.

VI. JJC CHAIR REPORT, Commissioner Wong, Chair

- Action item- Motion: "Move to change the JJC General meetings to the 2nd Tuesday of each month @ 5:30 effective March 2009 pending consensus by the varied partners." Discussion/ S/ Carried.
- JJC working teams are developed.
- A small team performed the inspections of LCRS in December 2008,
- Recruitment Committee members are Commissioners Thomas, Mills, DiTaranto, and Stahlkopf.

VII. ADJOURNMENT @ 7:15 p.m.



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

*Ben Wong, CHAIR
Lark Thomas, Vice Chair
Michael DiTaranto
Sydney Fisher
David Inocencio
Melinda Mills
Ronnie Muniz
Maria Lourdes Nocedal
Sidney Wilson*

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

April 21, 2009

I. CALLED TO ORDER: at 5:40 by Comm. Nocedal, Secretary

II. ROLL CALL: * arrived after roll was called

Comm. DiTaranto
Comm. Fisher
Comm. Horn
Comm. Mills
Comm. Nocedal
Comm. Wilson*
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. Inocencio- excused
Comm. Stahlkopf - loa
Comm. Thomas - excused
Comm. Williams- absent

III. JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT:

Judge Newton Lam, Unified Family Court
Yolanda McGary-Beitia, JJC Staff
William Siffermann, Chief Probation Officer
Roban San Miguel, Special Programs for Youth (SPY)

IV. JUDGES CORNER/ Judge Lam, Unified Family Court

- Judge Lam swore in Ronnie Muniz to the JJC.
- Judge Lam reported that the City budget is "a very depressing time" for the court.

V. JJC CHAIR REPORT, Comm. Ben Wong, Chair

- Juvenile Hall inspection has been coordinated for Friday April 24, 2009.

IX. NEW / OLD BUSINESS

- Group home training with Community Care Licensing is being arranged for the Fall and inspection teams for the groups will be developed.
- Comm. Nocedal asked those inspecting juvenile hall to pay close attention to the education standards.
- Next Executive Committee meeting is planned for May 5, 2009.

X. ADJOURNMENT @ 7:30 p.m.



Comm. Nocedal, JJC Secretary



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

*Ben Wong, CHAIR
Lark Thomas, Vice Chair
Michael DiTaranto
Sydney Fisher
David Inocencio
Melinda Mills
Romie Muniz
Maria Lourdes Nosedal
Sidney Wilson*

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

June 16, 2009

I. CALLED TO ORDER: at 5:35 p.m. by Comm. Wong, JJC Chair

II. ROLL CALL: * arrived after roll was called

Comm. DiTaranto
Comm. Fisher
Comm. Inocencio
Comm. Mills
Comm. Muniz
Comm. Nosedal
Comm. Thomas
Comm. Wilson
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. Horn- absent

III. JUVENILE COURT/PROBATION DEPARTMENT STAFF PRESENT

Judge Newton Lam, Unified Family Court
Anthony Gavero, Supervisor Unified Family Court
Yolanda McGary-Beitia, JJC Staff
Chief William Siffermann, Juvenile Probation Department
Toni Powell, Director Juvenile Hall
Todd Wright, Ombudsman
Melvin Smith, Counselor Log Cabin Ranch School
Gary Thompson, Counselor Log Cabin Ranch School
Joe Tanner, Counselor Juvenile Hall
Carl Sullivan, Counselor Juvenile Hall
Dr. Renee Marquardt, Special Programs for Youth

IV. JUDGES CORNER/ Newton Lam, Judge Unified Family Court

- Tony Gavero, UFC Supervisor to the JJC Staff was introduced.
- Budget Crisis- The Court will be closed the 3rd Wednesday each month beginning in August. Court closures will be considered unpaid holidays. Q: What is the impact to the juvenile detention center? Chief Siffermann stated that court closures would involve more court appearances/events as well as more work for everyone involved in courtroom proceedings. Additionally fewer days on the calendar may require three more days for a youth in detention, possibly five more days for placement or custody changes. Length of stays in juvenile hall may increase as well.

V. JUVENILE PROBATION DEPARTMENT REPORT, Chief Siffermann

- Director Powell introduced Todd Wright the Ombudsman for both juvenile hall and Log Cabin Ranch School. Director Powell stated that grievance reports had been provided to the Department and will be shared with the JJC. Mr. Wright explained that he is at both facilities and that the grievance reports will be formatted without the name of the youth and that the grievance issues are summarized. The JJC requested that the actual grievance is also provided with the report. Mr. Wright responded that he was concerned about confidentiality of the minor and that he would ensure confidentiality would be exercised specifically as it relates to medical issues, which would **not** be forwarded to the JJC. Mr. Wright began working for JPD about two months ago and has extensive experience working for the Department of Human Services as an Ombudsman as well. His previous experience includes working in the Midwest at the District Attorneys Office. Comm. DiTaranto stated, "Detainees have been forthcoming about sharing information with the JJC."
- Chief Siffermann distributed information about the Missouri Model that will be used at LCRS. Funding to implement the model at LCRS will be obtained from the youthful offender block grant. Once this model is implemented clinical staff will be added including gardening and Conservation Corps programs. Generalized training on the model will also be offered soon.

VI. JJC CHAIR REPORT, Comm. Wong, Chairperson

- Comm. Inocencio the incident reviewer inquired of the Log Cabin Ranch staff the definitions of code violations used at LCRS. It was explained that the codes are Menus of Offenses and used in cases of progressive discipline that is explained to youth at intake; the staff believed most youth had a good understand of the process. Q: Are parents given an overview when visiting LCRS? A: Chief Siffermann explained that a new plan would be implemented to help orientate parents.
- During the JJC meeting in May it was reported that three youth had escaped LCRS. Have the youth been caught? A: The Department discovered that a parent planned the AWOL's that occurred around dusk. Q: What will happen to the parent? A: CPO unable to disclose the situation that had become a police matter. Q: Why aren't parents searched prior to entering the facilities? Body pats? A: The Department is not authorized to body pat parents, however, the visits has been suspended by the youths involved in the incidents.

CPO added that body searches become a distraction to the detainee visits. Counselor Thompson commented that he believes youth are getting progressively worse and that [staff] safety is always an issue. The JJC was asked to visit/observe LCRS more often.

- Lock-up inspections have been completed. Commissioners Thomas & Wilson commented that during their inspection Corrections Standards Authority was also inspecting the jails and both found inconsistencies at the varied jails. The other two inspection teams performed their inspections without any incidents.

VII. NEW / OLD BUSINESS

- **Young Fathers Program-** Joseph Tanner spoke about a pilot program beginning in juvenile hall that will help fathers. Many of the detainees are fathers or expectant fathers and the program will bring an awareness of fatherhood. The program matrix is determining the number of detainees with children. The juvenile hall staff believes that because of the positive rapport they have had with detainees that include both personal and work experiences this staff is qualified to deliver the program objectives. Q: What is the name of the program? A: Young Fathers. Q: Is funding needed to implement the services? A: Funding has been requested from the Department. Chief Siffermann stated that 4-5 months ago program ideas were requested and submitted, however, this program has not provided a budget thus far. Comm. Nosedal stated that she appreciated the work of the staff, the interaction and the methods used to deal with "troubled youth." Comm. Thomas applauded the Young Fathers team for their efforts. It is important to capture the young men as parents, and help them to receive their education as well. Q: Has statistics been captured? A: No. Q: Any idea about the average number of men who are fathers? A: Approximately 4-5 young men in each housing unit. Carl Sullivan, a counselor, the head football coach at Mission High School is also the co-sponsor of the Fathers Program.

VIII. SPECIAL PROGRAMS FOR YOUTH, Dr. Marquardt

- SPY is experiencing major budget issues impacting staff reductions. Recently a mental health position was cut. Additionally a half-time physician / pediatrician has replaced Dr. Marie-Rose.

IX. ANNOUNCEMENTS

- The JJC will meet in July to complete the juvenile hall inspection report.

X. ADJOURNMENT @ 7:30 p.m.



Commissioner Nosedal, Secretary



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

Ben Wong, CHAIR
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Monica Carlos
Michael DiTaranto
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Eli Horn
David Inocencio
Melinda Mills
Ronnie Muniz
Maria Lourdes Nosedal
Lark Thomas
Dana Wolfenbarger

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

March 16, 2010

I. CALLED TO ORDER: by Commissioner Wong, Chair at 5:45 p.m.

II. ROLL CALL: * arrived after roll was called

Comm. Horn *
Comm. Mills
Comm. Muniz
Comm. Nosedal
Comm. Thomas
Comm. Wilson
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. Fisher (e)
Comm. Wolfenbarger (e)
Comm. DiTaranto (e)
Comm. Carlos (loa)
Comm. Inocencio (a)

III. APPROVAL OF MINUTES were suspended; no quorum.

IV. JUVENILE COURT/PROBATION DEPARTMENT & VISTORS:

- Chief Siffermann, CPO Juvenile Probation
- Jim Fithian, Principal Woodside Learning Center
- Judith Sansone, Director Of Operations, Special Programs For Youth (SPY)
- Carol Taniguchi, Nurse Manager, SPY
- Salvador Henriquez-Cordon, Health Educator, SPY

V. JJC CHAIR REPORT

- Commissioner Wilson reviewed the incident reports for the months of November, December 2009, & January 2010. No questions arose from the reviewing of the incident

McGee implemented several plans that reduced overtime in juvenile hall, monitored the sick leave policy, and contributed to the reduction of one million dollars in workers compensation claims. Additionally, she helped the department receive a million dollars in grant funding. Chief Siffermann stated that the department is well served by Allison McGee. The awards ceremony took place at City Hall and was chaired by the Board of Supervisors, and Mayor Newsome.

- **Three new counselors** were promoted to senior counselor positions. The new senior counselors will be on probation for six months and must work on a special project with the Directors.
- **The Rule Committee** required Chief Siffermann to appear before Supervisors Campos, Pier and Marks. The Committee required JPD to adjust its policies regarding undocumented and unaccompanied minors from other jurisdictions. At the meeting Chief Siffermann explained that collaboration does not exist between JPD and ICE instead an interaction occurs with ICE that is done through brief telephone calls and facsimiles. JPD does not plan to adjust its' immigration policy and believes that such an adjustment places Probation Officers "at risk." Chief Siffermann further stated this decision may deepen the budget cuts for the department. JPD has submitted its budget plan to the Mayors office and anticipates eight job cuts. The job cuts will not affect any counselors since those positions are mandatory. Chief Siffermann has offered to reduce his salary by 10% in light of the budget crisis.
- **Recovering fees** from parents was an idea considered but was not received very well and will not be implemented. The Board of Supervisors supported privatizing food service through a private contract. 20% of the budget proposals will affect newly hired Probation Officers. The Chief believes these employees have stronger skills and their dismissal will greatly impact the Departments overall effectiveness an argument that will be made to the Mayor.
- **Q & A:** Any thought about billing for record sealing, special adoptions etc.? A- Chief Siffermann will look into the matter. Q: Will the 10% pay reduction go into the general fund? A: Some type of San Francisco Fund. Q: What does the 20% represent? A: Eliminating seven employees is a 20% reduction. Comm. Nosedal commended Chief Siffermann for taking a salary reduction during the budget cuts. Q: If the food service is privatized will the quality of food be impacted? A: This cut is a hard decision to make that will impact Juvenile Hall not Log Cabin Ranch School. Commissioner Mills added that the current JPD staff is a shell compared to what it was previously and that the historical perspective maybe valuable to the Board of Supervisors as budget cuts are considered.
- Chief Siffermann and Mr. Nance examined facility issued underwear. The staff has been alerted to discard all un-wearable undergarments.



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

Ben Wong, CHAIR
Sidney Wilson, Vice Chair
Monica Carlos
Michael DiTaranto
Sydney Fisher
Eli Horn
David Inocencio
Melinda Mills
Ronnie Muniz
Maria Lourdes Nosedal
Lark Thomas
Dana Wolfenbarger

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

April 20, 2010

I. CALLED TO ORDER: @ 5:45 by Commissioner Wong.

II. ROLL CALL: * arrived after roll was called

Comm. Mills
Comm. Nosedal
Comm. Wilson
Comm. Wolfenbarger
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. Fisher (e)
Comm. Horn (e)
Comm. DiTaranto (e)
Comm. Carlos (loa)
Comm. Inocencio (e)
Comm. Thomas (a)
Comm. Muniz (e)

III. NO APPROVAL OF MINUTES

IV. JUVENILE COURT/PROBATION DEPARTMENT & VISTORS:

Judge Tang, Unified Family Court
Judith Sansone, SPY Director of Operations
Margaret Farrugio, Assistant Principal Woodside Learning Center
Dawn Synder, visitor- private citizen

V. JJC CHAIR REPORT, Commissioner Wong

- Commissioner Wilson reported the 2010 Juvenile Hall Inspection Report was drafted and several areas "Out of Compliance" existed. He also noted the JJC made recommendations and that Section 1483 [at the time] was not reviewed. Commissioner Wolfenbarger

- **Q&A:** How are the students transitioning from LCRS & the Justice Center? A: Most students at LCRS are older which requires less transitioning planning since they are often preparing for the GED testing before leaving the facility. Detainees leaving Woodside Learning Center transition remains work in progress.

VIII. SPECIAL PROGRAMS FOR YOUTH, Judith Sansone, Director of Operations

- **JDAI Self Inspection** will happen soon.
- **SPY Policy and Procedures** manual are almost complete.
- **Fire Drills** occurred with Dennis Doyle at Juvenile Hall.
- Uncertainty surrounds **layoffs and furlough days** that may also include reduced hours. The **Department of Public Health** is unsure of the impact of the proposed changes.
- The **Dentist** has employed a Dental Assistant.
- **Q&A:** When will the manuals be completed? A: The end of April the manuals will be complete. Q: Are youth in detention receive treatment by an optometrist? A: No. Commissioner Nocedal thanked Ms. Sansone for attending meetings regularly and for completing the manuals.

IX. ADJOURNMENT @ 7:30 p.m.

Commissioner Wolfenbarger, JJC Secretary



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

Sidney Wilson, CHAIR
Ben Wong, Vice Chair
Sydney Fisher
Edna Henley
David Inocencio
Todd Lloyd
Maria Lourdes Nosedal
Gwynneth Smith
Lark Thomas
Walter Turner
Ivan Wachter
Dana Wolfenbarger

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

March 15, 2011

- I. **CALLED TO ORDER:** @ 5:38 p.m. by Comm. Wilson, Chair
- II. **ROLL CALL:** * arrived after roll was called
Comm. Henley
Comm. Lloyd
Comm. Nosedal
Comm. Smith*
Comm. Thomas *
Comm. Turner
Comm. Wachter
Comm. Wilson
Comm. Wolfenbarger
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT
Comm. Inocencio (e)
Comm. Fisher (a)
- III. **APPROVAL OF MINUTES** February 15, 2011 General Meeting Minutes Adopted.
Action Item: Motion / S/ Called for the vote/ C.
- IV. **JUVENILE COURT/PROBATION DEPARTMENT & VISTORS:**
Judge Tang, Unified Family Court
Margaret Farruggio, Assistant Principal Court Schools
- V. **JJC CHAIR REPORT, Comm. Wilson, Chair** (events not sequential)
 - **Retreat Debrief** – Comm. Henley stated the 2011 Retreat Training was enjoyable. Other Commissioners added the training could have more application to apply Title 15

Regulations, and a section "How to Write Inspection Reports". All agreed the location was good.

- **Incident Reviewer-** Comm. Wachter the incident reviewer for Nov, 2010, distributed copies of the response from the incident reports submitted to Juvenile Hall. A primary concern was why seven staff subdued a minor. Judge Tang stated that seven staff supporting the unit is different than seven staff subduing a minor. "The units are very volatile". Q- Are [detainees] units based [classified] based on the offenses? What is Unit 3 classification? A- Judge Tang replied that Unit 3 is a moderate level. Not sure of classification and suggest the JJC seek clarification from the Department.
 - **Liaison Meetings** with Chief Siffermann has begun and includes the Chair and Vice Chair. The purpose of the meeting is to discuss outstanding issues.
 - **Staff Report-** Yolanda informed the Commission new members will meet with Director Powell as apart of their orientation. JJC members will no longer receive parking permits instead the JJC office received two temporary parking passes that will be made available during inspections.
- ~ ~ ~
- **Juvenile Hall Inspection Report** – JJC members were asked to forward inspection findings to Comm. Nocedal the report writer. Comm. Nocedal also asked members to submit all findings before March 25th. Comm. Wolfenbarger stated she and Comm. Turner completed a second inspection and found a youth in the Quiet Room for an extended length of time who had also not received educational services. The Commission discussed the appropriateness of the Quiet Room, and whether segregation and classification practices had been followed. **Action Item- Motion: An investigation will be conducted of the Quiet Room (QR) as it [appears] to violate Title 15 Section 1354. Called for the Question: 5 Nays & 6 Yeas.** Comm. Wong asked for clarification of the investigation process and requested the motion is separated as two motions instead of one. More questions surrounding the QR and further information are required. Comm. Turner stated that minors continue to wear soiled undergarments and perhaps it is a laundry issue.

VI. COURT SCHOOLS, Margaret Farruggio, Assistant Principal

- The range of students and limitations are routine at WLC.
- **A meeting with funders** regarding the gardening program occurred. Unit 8 will have gardening beds constructed by Log Cabin Ranch detainees through the Conservation Corp.
- **WLC is on Spring Break;** summer school begins on June 7th thru August 5th. Q- What are minors doing while on Spring Break? A- Working with City Youth Now. Comments- Commissioner Nocedal applauded the school for its recent results.

VII. JUDGES CORNER- Judge Tang, Unified Family Court

- Beginning in April one court will be closed every-other Friday. Fewer cases will be scheduled due to **staff furlough** days as a result of the budget crisis.

- **Judges meeting-** Judges are given an option to waive their salary contributing to the budget crisis.
- Judge Tang will have a “**dark**” court on April 1st.
- **Optometry program** has been pushed back two weeks. The program is slotted to begin on April 1st at UC Berkeley to determine specifics before youth are brought into the program. Q- Will the program occur year round? A- Yes. Hopefully it will be an ongoing project. Beyond vision screening it is a very thorough eye exam and no institutional glasses.

VIII. COMMISSION BUSINESS

- Comm. Wolfenbarger inquired whether the JJC will opt for producing an Annual Report as other Commissions.
- Comm. Turner stated that when visiting Juvenile Hall a counselor spoke to him in an offensive manner.

IX. ADJOURNMENT @ 7:15 p.m.

Commissioner Inocencio, JJC Secretary



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

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Ivan Wachter
Dana Wolfenbarger

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

January 18, 2011

I. **CALLED TO ORDER:** by Chair, Comm. Wilson@ 5:35 p.m.

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

COMMISSIONERS EXCUSED/ABSENT

Comm. Fisher
Comm. Inocencio
Comm. Nosedal *
Comm. Thomas
Comm. Turner *
Comm. Wachter *
Comm. Wilson
Comm. Wolfenbarger
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. Muniz (a)

III. **APPROVAL OF MINUTES:** Action Item: Motion November & December 2010 minutes adopted. S/C

IV. **JUVENILE COURT/PROBATION DEPARTMENT & VISTORS:**

Judge Tang, Unified Family Court
Chief Siffermann, Juvenile Probation Department
Ms. Margaret Farruggio, Assistant Principal Woodside Learning Center
Dr. Renee Marquadt, Special Programs for Youth (SPY)

- **San Francisco Medical magazine** has published a joint article with Chief Siffermann and SPY that discusses foster youth and delinquency.
- **Nursing staff** changes includes one nurse on long-term disability; also a behavior nurse received another position as a part of the staffing changes.
- **Grief & Loss** are often experienced by many of the detainees. SPY in collaboration with the school are developing communication strategies to support the minors.
- **Q & A:** Q-Please explain the STD testing. A- STD testing continues to occur, not screening. Q- Are Dentists experiencing reduced hours? A- Yes, the Dentists hours were reduced slightly. Q- How is the grief services managed? A- Primarily through one-on-one sessions in collaboration with the Probation Officer and Chaplain who provide assistance that includes internal practices. Collaboration between medical and the teachers also share information as it relates to the dialogue occurring in the classes surrounding grief. Judge Tang added that youth share their fears community problems and that an increase of substance abuse as a result of the minors fears. Young boys / men are also emotional injured. Dr. Marquadt stated that youth are traumatized as a result of community violence.
- **Q&A:** Q- Does anyone know what community is impacted the most? A- Judge Tang: Probably the African American community crossing neighborhoods. Q- What specific behavior health services [are utilized to address these problems]? A- Suicide prevention, monitoring of youth, medical evaluations. Information is also obtained through Aim Higher. A list of behavior health services will be distributed to the JJC at subsequent meetings. Q- What services does the Health Educator provide? A- Ms. Farruggio explained that various CBO's speak in the biology classes, providing information on different topic completing the Science / Health curriculum.

IX. COURT SCHOOLS, Margaret Farruggio, Assist. Principal Woodside Learning Ctr.

- **SPY and WLC** meet regularly to discuss/ share information on specific students including grief issues. The two agencies are working together to develop a plan.
- **Financial Literacy class** is being piloted. The class will fulfill the economic curricula at LCRS.
- **Bayview Opera House** had a poster contest. Students participating in the contest were from Court schools and the entries consisted of essays that were well written. Two of the youth were recently released from JH and another was a detainee. All three won 1st, 2nd & 3rd prizes. The essays are on display in Juvenile Hall. It was a nice event.

X. COMMISSION BUSINESS, Commissioner Wilson

- **2011 JJC Schedule** distributed.
- **Incident reports** reviewer assigned.
- **Retreat location** options: African American Culture Center / Hotel Vetal?
- **JJC Committees-** Liaison Committee maybe re-instituted.

XI. ADJOURNMENT @ 7pm

Commissioner Inocencio, JJC Secretary



COUNTY OF SAN FRANCISCO UNIFIED FAMILY COURT
JUVENILE JUSTICE COMMISSION

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Walter Turner
Ivan Wachter
Dana Wolfenbarger

JUVENILE JUSTICE COMMISSION

ADOPTED MINUTES OF GENERAL MEETING

May 17, 2011

I. **CALLED TO ORDER:** Chair Wilson, called meeting to order @ 5:40 p.m.

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

Comm. Henley
Comm. Inocencio
Comm. Lloyd
Comm. Smith
Comm. Thomas
Comm. Turner
Comm. Wachter
Comm. Wilson
Comm. Wolfenbarger
Comm. Wong

COMMISSIONERS EXCUSED/ABSENT

Comm. Fisher (e)
Comm. Nosedal (e)

III. **JUVENILE COURT/PROBATION DEPARTMENT & VISTORS:**

Judge Kathleen Kelly, Unified Family Court
William Siffermann, Chief Probation Officer
Jim Fithian, Principal Court School
Judith Sansone, SPY Director of Operations

IV. **JJC CHAIR REPORT**

- Incident Report review – Comm. Turner incident reviewer for February 2011, distributed copies of the Departments' response from the incident inquiry submitted to Juvenile Hall.

V. **JUVENILE PROBATION DEPARTMENT REPORT, Chief Siffermann**

- Mayor Lee met with various community members, law enforcement, lawyers and Probation, regarding the decision to adjust the city's immigration policy.

- **Immigration Policy Adjustment** There will be an orientation and training of Probation officers who are undergoing training to adhere to policy requirements. Probation will not report felony charged undocumented youth until adjudicated on the felony except for those adults posing as juveniles. Probation will do thoughtful reporting before considering ICE. Disciplining policies have not been considered for PO's report to ICE without JPD consent.
- As it relates to the **Immigration Policy Adjustment**, JPD goal is to have training, orientation, and consistent values towards family and community.

VI. COURT SCHOOLS, James Fithian, Principal

- After 11 years as principal, Mr. Fithian voluntarily steps down to resume teaching at **Log Cabin Ranch School** another principal will be appointed to Court schools. Margaret remains Asst. Principal of Woodside Learning Center (WLC).
- **Commencement exercises** for five youth who graduated from court school and GED programs on Monday May 23, 2011 at City Hall North Light Court. On Monday, 5/16, 2011, the Juvenile Justice Center had its high school graduation.
- There will be summer school at all four court schools.
- A recent article in SF Gate, re: Principals' Center Collective as a model of success, as well as a handout speaking about their "Big Picture" was distributed.
- Principal Center is moving to 7th and Judah and aims to open in October.
- 2011 LCRS School Programs, Urban Sprouts and Conservation Corp. are underutilized by LCRS School.

VII. SPECIAL PROGRAMS FOR YOUTH, Judith Sansone Director of Operations

- The department has been practicing lots of team building and team work with their staff;
- SPY continues working closely with staff at Juvenile Hall and at LCRS;
- PTSD? screening on the youth a collaboration with other health clinics;
- SPY has NO mandate to report undocumented youth.

VIII. JUDGES CORNER, Kathleen Kelly, Judge Unified Family Court

- Judge Kelly substituted for Judge Tang and reported the court has had **an increase in arson cases** for both boys and girls. According to Judge Kelly, arson cases have increased compared to last year and bathrooms are the primary targets. Probation has reached out to the Fire Chief.
- Judge Kelley works in the first time offenders court started a collaborative program with probation, public defenders office and General Hospital called WIMP. **Weapons In Minors Possession (WIMP)** is in its earliest stages. She also over the only juvenile re-entry court in the country
- The Optometry Program spearheaded by Judge Tang is going well.
- Dr. Smith, the founder of the **Haight Ashbury Clinic** made a presentation at executive meeting of judges. Judge Kelly admitted she's not always confident in the current substance abuse programs and that during the meeting the founder emphasized the importance of drug testing for both minors and adults; the process / outcomes of drug testing adults is very different.

IX. COMMISSION BUSINESS, Comm. Wilson, Chair

- Investigation Committee – Comm. Inocencio reported the committee went to SPY and spoke to staff as apart of the quiet room investigation. It was also reported that hooks had been installed on a bench in the health clinic waiting room. Comm. Wilson requested the committee formulate a question to JPD inquiring about the purpose of the hooks. The committee continues its investigation of the quiet rooms.
- **Grievance Committee** – Comm. Thomas circulated the committee findings and explained a spreadsheet will be created to spot potential trends and areas for improvement. The committee will also examine the number of cases that favored the youth vs. the department.

X. MEMBERS FORUM

XI. ADJOURNMENT @ 7:30 p.m.

Commissioner David Inocencio, JJC Secretary