

**Hon. Susan Etezadi**  
Presiding Juvenile  
Court Judge, Superior  
Court

**Sup. David Canepa**  
Board of Supervisors,  
District 5

**Judith Holiber**  
Deputy County Counsel

**Commissioners**

**Monroe Labouisse**  
Chair

**Wesley Liu**  
Co-Vice Chair,  
Administration

**Ameya Nori**  
Co-Vice Chair,  
Administration

**Karin Huber-Levy**  
Vice Chair, Membership

**Paul Bocanegra**

**Whitney Genevro**

**Sathvik Nori**

**Johanna Rasmussen**

**Susan Swope**

**Melissa Wilson**



Juvenile Justice Commission  
and  
Delinquency Prevention Commission

June 27, 2023  
5:15pm

Location and Public participation instructions attached

**Joint Meeting: Juvenile Justice and Delinquency Prevention Commissions**

**AGENDA**

*Public comment will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting so that they may be recognized at the appropriate time.*

**I. Preliminary Business**

- a. Call to Order
- b. Translation Services for JJDPC meetings
- c. Roll Call and Establish Quorum
- d. Approval of Minutes from May 2023 Meeting
- e. Agenda Review and Approval
- f. Resignations of Commissioners Bustos and Uhila
- g. Vote on Candidacies for Commissioner
  - i. Zahara Agarwal
  - ii. Ruth Singh
- h. Membership Update (Huber-Levy)

**II. Oral Communications**

*This item provides an opportunity for public comment on items not on the agenda (Time limit – two (2) minutes per person). There will be opportunity for public comment on agenda items as they are considered.*

**III. Updates from System Partners**

- a. Court (Etezadi)
- b. Probation (Clark)
- c. Children & Family Services (Fong)

**IV. Presentation from Community Organization**

- a. ReEvolution (Commissioners Bocanegra and Rasmussen)  
regarding grants received from County to support parents

**V. Current Commission Projects - Updates**

- a. Sexual Abuse Prevention (Rasmussen)

- b. 2023 Inspections (Rasmussen)
- c. Reimagine Juvenile Hall Committee (Labouisse)

**VI. New Business, Updates and Announcements**

- a. Joint JJs Letter on Continuum of Care (Swope)
- b. Oath of Confidentiality for Commissioners (Wilson)
- c. 2023 Retreat/Offsite for Commissioners - Planning (Rasmussen)

**VII. Adjournment of Joint Meeting**

**VIII. Convene Juvenile Justice Commission**

*Commissioners only and In-Person only*

## **JJDPC Meeting, June 27, 2023 Public Participation Instructions**

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

Translation services are available on videoconference for Spanish speakers.

### **Join In Person**

Location:

The College of San Mateo  
1700 W. Hillsdale Boulevard, San Mateo, CA 94402  
College Heights Conference Room  
Building 10, 4th Floor, Room 468

[Campus map](#)

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

If you wish to speak to the Commission during public comment, you may raise your hand using Zoom with the Reactions button at the bottom of your screen, or indicate that you would like to speak if you are attending in person. If you have any materials that you wish distributed to the Commission and included in the official record, please send an email before the meeting to [sanmateojjdp@gmail.com](mailto:sanmateojjdp@gmail.com) and attach the materials.

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/87180638454?pwd=Y21jTUFVWmg0N2dlRnhMMk5ZS0lEdz09>

One tap mobile +16694449171,,87180638454#,,, \*324196#

Dial-in +1 669 900 6833

Meeting ID: 871 8063 8454

Passcode: 324196

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

MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT SECRETARY ADRIANA CASTANEDA AT (650) 312-8876 AT LEAST 72 HOURS BEFORE THE MEETING AS NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS.



COUNTY OF SAN MATEO

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

**Minutes of the Juvenile Justice & Delinquency Prevention Commission**  
**May 30, 2023 | 5:15-7:15 pm**  
**College of San Mateo College Heights Conf. Room and Zoom**  
**MINUTES**

**Commissioners Present:** Wesley Liu, Co-Vice Chair Administration; Ameya Nori, Co-Vice Chair Administration; Karin Huber-Levy, Vice Chair Membership; Paul Bocanegra (joined remotely); Whitney Genevro; Sathvik Nori; Johanna Rasmussen; Susan Swope; Melissa Wilson

**Commissioners Absent:** Monroe Labouisse, Chair; Allen Bustos; Appollonia “Dee” Uhila

**Partners and Stakeholders Present:**

Hon. Chinhayi Cadet-SMC Juvenile Court; Shelly Johnson, SMC Office of Education; Victor Hernandez (Spanish Interpreter); Francisco Dolores (Spanish Interpreter); Aurora Pena, SMC BHRS; Michael Lim, Behavioral Health Commission

**Community Members:** Becca Kieler, Dana Johnson, Ali Picos, Evan Rodriguez, Kris Shouse, Ariana Zavala, Mona Shah; Melissa Poling; Sophia Bollag; Padmaja Nuvuluru; Charon; Alejandro Vilchez; Rose Lavalley

**I. Preliminary Business**

- a. The meeting was called to order by Acting Chair Huber-Levy at 5:15 pm. A quorum was established at 5:16 pm.
- b. **M:** Swope// **S:** Liu to approve the minutes of April 2023 meeting. Approved unanimously.
- c. **M:** Swope// **S:** Wilson to approve the May meeting agenda. Approved unanimously (with subsidiary amendment below).
  - i. **Subsidiary Amendment to remove** “In order to identify themselves, we prefer that participants use a device with video and activate the camera vs. calling in only on audio. However, you may call in via phone only if you prefer. See instructions below.” from this agenda.

**M: Rasmussen// S: S. Nori.**

Ayes: Liu, A. Nori, Huber-Levy, S. Nori, Rasmussen, Wilson

Abstention: Swope

Noes: None

- d. Judge Chinhayi Cadet administered the swearing in of Whitney Genevro as a commissioner



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

- e. Membership Update (Huber-Levy): Three vacancies on the Commission, with two pending applications. Currently working on more structured orientation program with assistance from the Board of State and Community Corrections.

**II. Oral Communications (Public Comment)**

- a. Charon Pfiefer (Community Member) stated that there were no vocational training programs funded by Probation. Instead, the principal and family had to financially support the child's participation.
- b. Nancy Goodban (In Our Care) stated that the San Mateo County Youth Commission recently passed two resolutions on Trying Youth as Adults and Improving Youth Justice and Safety, and expressed her appreciation for the Commission's work.
- c. Becca Kieler (In Our Care) expressed her thanks for the commissioner, and introduced *In Our Care*, a community group that supports the JJDPC resolution against trying youth as adults. Ms. Kieler stated that strip searches should be stopped immediately.

**III. Updates from System Partners:**

- a. Private Defender (Rayes): *All statistics are for the 4-week period preceding May 30<sup>th</sup>.*
  - i. 30 cases handled
    - 1. 2 were alleged 707 (b) offenses
    - 2. 28 misdemeanors or general felonies
- b. 40 Miranda consultations through the Miranda hotline

**IV. Presentation from Community Organization: Redwood City Together**

- a. Key Insights:
  - i. There is a need for more youth programming reference May 20<sup>th</sup> incident in Redwood City
    - 1. RWC Together and PAL connected with youth who mentioned the need for a program that provides jobs, spaces, and belonging
    - 2. "Moving at the speed of trust": RWC Together has initiative to support respect-based, long-term mentorship, partnership, and connections to youth
  - ii. Challenges-



## COUNTY OF SAN MATEO

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

1. Need more support staff, weekend programming, downtown staffing, and space.

### iii. Future-

1. More city long-term investment into program, more culturally responsive programs, more engagement in afterschool programs

## V. Update on Current Commission Projects

- a. Sexual Abuse Prevention (Rasmussen)
  - i. Weekly meetings, public records requests furnished
- b. Food and Lodging in Detention (Rasmussen)
  - i. Sheriff's Office provides food to probation Youth Services Center
  - ii. While food may meet nutritional requirements, certain youth are reluctant to eat, and dining times are early (at 4 or 5 pm).
- c. 2023 Inspections (Rasmussen)
  - i. April to June is planning and setting up initial inspection times
- d. Reimagine Juvenile Hall Committee
  - i. Committee to meet with Board of Supervisors to present its findings, time to be finalized.
  - ii. Committee to seek input of Commission including integration of education elements into the report.
- e. Understanding Transitioning of Detained Youth (Wilson)
  - i. No probation officer has responded to requests
  - ii. Continuing discussions around WIC 827 and the requirement for a court petition
  - iii. Reportedly youth, family, or stakeholders have not seen a complete written transition plan
- f. Educational Attainment in Detention (Wilson)
  - i. Concerns around the measures of academic progress tests administered were identified.
  - ii. No confidentiality issues with gathering further information

## VI. New Business, Updates/Announcements:

- a. Website for Youth in Detention (Youth Commission Liaison Agarwal)



COUNTY OF SAN MATEO

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

- i.** No guidebook for exiting youth currently exists, similar to the “Parent Guidebook”
  - ii.** A website has been developed to provide a platform for guidance and services related to youth in detention, and youth exiting detention. More details will be presented in future meetings.
- b.** Youth Commission Resolutions on Youth Tried as Adults and Improving Youth Safety were unanimously approved. These resolutions called for the ceasing of the practice of trying youth as adults, and making the Youth Services Center better.

Adjourned at 7:22 PM

Next Meeting: Tuesday, April 25<sup>th</sup> 2023



# COUNTY OF SAN MATEO

## Juvenile Justice and Delinquency Prevention Commission

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

### APPLICATION FOR COMMISSION

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

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

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

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

NAME: Zahara Agarwal EMAIL: [REDACTED]

STREET ADDRESS: [REDACTED]

ZIP CODE: 94025 CITY: Menlo Park NEIGHBORHOOD: Vintage Oaks

LENGTH OF RESIDENCE IN SAN MATEO COUNTY: 8 years

WHICH MEETINGS HAVE YOU ATTENDED? 9/27/22, 12/13/22, 2/28/23

HOW DID YOU BECOME AWARE OF THE OPENING? Commissioner Melissa Wilson

WHY ARE YOU SEEKING THIS APPOINTMENT?       

I have been one of the youth liaisons to the commission since September and am passionate about reforming the juvenile justice system to create a more inclusive and trauma-informed system. Since I have joined two projects this year, I hope to become a commissioner in order to participate to the fullest extent in JJDC activities and contribute to the community in this field.

EDUCATIONAL BACKGROUND: Menlo-Atherton High School, Grade 11 [REDACTED]



---

---

---

---

PROFESSIONAL EXPERIENCE: Currently a high school student

---

---

---

---

---

EMPLOYER AND EMPLOYER'S ADDRESS: N/A

---

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

- San Mateo County Youth Commission: Chair of Civic Engagement Subcommittee
- JJDPC: SMCYC Youth Liaison
- Peer Point: Executive Board Member
- Anna Eshoo Student Advisory Board: Communications & Technology Subcommittee
- Menlo-Atherton High School Site Council: Parliamentarian & Student Representative
- SUHSD Superintendent's Student Advisory Board Member
- Menlo-Atherton High School Student Council: Junior Class Advisor
- San Francisco Superior Court: Dependency Court Intern

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

My extracurricular activities and strong public speaking skills, coupled with my research abilities as a high school student at a school heavily impacted by the juvenile justice system, place me in a unique position to offer a youth perspective and insight into student life/school policies. Having been the youth liaison to the JJDC, volunteered at peer courts, and worked on Peer Point, I have experience within this space and am eager to expand my knowledge and scope. I also speak Hindi and can use Microsoft 365/Google Workplace.

---

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

I first started working within juvenile justice as a freshman, when I volunteered with Youth Transforming Justice. From there, I joined Peer Point where I held trainings and researched restorative justice plans. Additionally, my work on the Youth Commission has led me to work with youth from around the county in order to increase their civic participation. Within the education sphere, I represent my grade in student council, student voice on my school's site council, and my school on the superintendent's advisory board in order to maximize youth advocacy and input on a range of policies.

---

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

I do not personally know anyone in the juvenile justice system, however, I attend a large and often segregated public school and thus have witnessed the disparity in treatment between students of color and their white counterparts within the justice system and noted the impact of the school-to-prison pipeline.

---

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

Both the Educational Skills Attainment in Detention and Understand Transitioning of Detained Youth projects are interesting to me because of their prioritization of the youth experience and emphasis on using data collection to maximize the success of youth in the juvenile justice system. I have joined both projects and am excited to contribute to their progress.

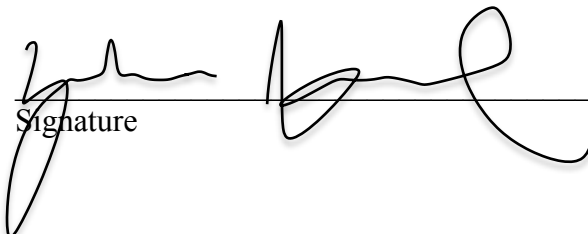
---

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

Approximately 6-8 hours a month outside of meetings, though I am flexible if more work is needed.

---

Signature



03/11/23  
Date

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

PLEASE COMPLETE AND RETURN TO:

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

# COUNTY OF SAN MATEO

## Juvenile Justice and Delinquency Prevention Commissions

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

### APPLICATION FOR COMMISSION

#### APPLICATIONS WILL NOT BE CONSIDERED UNLESS APPLICANT:

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

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

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

NAME: Ruth Singh

PHONE: [REDACTED]

EMAIL: [REDACTED]

ADDRESS: [REDACTED]

CITY: San Bruno

ZIP CODE: 94066

PRESENT EMPLOYER: Currently Unemployed

POSITION:

ADDRESS: CITY:

ZIP CODE:

HOW LONG HAVE YOU RESIDED IN SAN MATEO COUNTY? 40 yrs

EDUCATIONAL BACKGROUND: Some college

EMPLOYEE AND/OR PROFESSIONAL EXPERIENCE :

Areas of Expertise:

Marketing, Operations, Business Analytics, Process Improvement, Program Management, Automation

Experience:

Tranzeal Inc, Campaign Program Manager	Dec 2021 - Apr 2022
Symantec Corp, Marketing Program Manager	Jan 2012 - Oct 2018
Technisource, Sr. Marketing Manager	Apr 2011 - Jan 2012
Intuit Inc, Center of Excellence	Mar 2006 - Aug 2009

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

Treasurer at International Christian Center

WHY ARE YOU SEEKING THIS APPOINTMENT? (Please include in your response any qualifications/special interests related to this position, which may not have been covered.)

Use my background in analytics and process improvement to identify areas of improvement and help develop productive and efficient procedures to streamline and improve Juvenile Detention Center and Camp Kemp processes that benefit juveniles, staff and parents.

WHICH MEETINGS OF THIS COMMISSION HAVE YOU ATTENDED?

Jan 2023, Feb 2023

HOW DID YOU BECOME AWARE OF THE OPENING?

Melissa Wilson

HAVE YOU WORKED WITH OR ADVOCATED ON BEHALF OF YOUTH? IF SO PLEASE DESCRIBE.

As a parent, I have been advocating for change on behalf of my daughter who was part of the Juvenile Detention Center and Camp Kemp.

DATE Mar 26, 2023

SIGNATURE (e-signature okay) Ruth Singh

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

PLEASE COMPLETE AND RETURN TO:

Tony Burchyns, Administrative Secretary III  
Juvenile Justice & Delinquency Prevention Commission  
c/o San Mateo County Probation Department

222 Paul Scannell Drive  
San Mateo, CA 94402

**JJC Statewide Zoom Meeting on Youth Advocacy Letter**  
**June 20, 2023, 3:30-3:45 pm**

There were attendees from the following counties:

- |                 |                       |
|-----------------|-----------------------|
| 1. Contra Costa | 8. San Benito         |
| 2. Marin        | 9. San Diego          |
| 3. Merced       | 10. San Mateo (Swope) |
| 4. Orange       | 11. Santa Clara       |
| 5. Placer       | 12. Santa Cruz        |
| 6. Riverside    | 13. Sonoma            |
| 7. Sacramento   | 14. Tehama            |

Prior to AB403, there were 900 group homes in California. Some did not provide the care we would want for the youth. AB403 sought to place every child in a foster home, rather than a group home, and make the bar for placing them in any congregate care very high. The result is that California now has ~200 STRTPs. Access to out-of-state placements has been stopped.

The result is that we have a population of very, high-needs youth and nowhere to place them. Existing STRTPS do not have enough beds and foster parents are not equipped to handle the needs of these youth. They are ending up homeless or in juvenile hall.

Sonoma JJC has taken the lead in trying to organize California JJC's to advocate for a solution by signing on to a letter to our state legislators. Thus far, 11 of the 56 counties have signed on to the letter. They are Contra Costa, Merced, Placer, Riverside, San Benito, San Diego, San Mateo, Santa Clara, Santa Cruz, Sonoma, and Tehama. No county has declined to sign. They hope to get more by July 15<sup>th</sup>.

They are going to make one last revision to the letter (naming the counties that have voted to support the letter). Then, they would like each county to send the letter as is, changing only the name of the legislator and the date sent. If we want to note our county's situation, they ask that we do that in a separate letter.

# San Mateo County Juvenile Justice Commission

## Oath of Confidentiality and Juvenile Records

### What is Confidentiality and What Does it Cover?

Juvenile case files are strictly confidential pursuant to California Welfare and Institutions Code §827. The law limits access to and use of any and all information and documents contained in a juvenile case file. The law also defines juvenile case file very broadly to include not only documents filed in court proceedings, but any and all documents and information used or relied upon by a probation officer, social worker, judge, referee or other hearing officer. It includes reports and written statements, even if not filed with the court, as well as reports and statements created or produced before juvenile proceedings have commenced, as well as police reports that never lead to prosecutions. The documents themselves as well as the information contained therein, are strictly confidential under the law.

### Who may Access Confidential Information?

Welfare and Institutions Code §827 permits certain designated people and entities to inspect and copy juvenile case files, while other designated people and entities are permitted only to inspect juvenile case files. Pursuant to §827(a)(1)(O), juvenile justice commissions as established under §225 are permitted to only inspect juvenile case files. The provisions of Welfare and Institutions Code §10850 apply to a juvenile justice commission and its members. This means that a Juvenile Justice Commission and a Juvenile Justice Commissioner may only request or use confidential information in keeping with the statutory purpose of inquiring into the administration of the juvenile court law. Any person who knowingly and intentionally publishes, discloses, uses, or permits or causes to be published, disclosed, or used any confidential juvenile case file information is guilty of a misdemeanor.

**Members of Juvenile Justice Commissions may view, but not obtain copies of, juvenile case files, any portion of the case file, and information relating to the content of the case file. The use must be in keeping with the purpose of the Commission. They may not share this information unless it is with another authorized individual or agency.**



# Oath of Confidentiality

The intent of this Oath of Confidentiality is to ensure all Commissioners are aware of their responsibilities to maintain the confidentiality of juveniles' protected information. Each Commissioner must sign an oath of confidentiality.

Recognizing that all juvenile case files and court matters are strictly confidential under California Welfare and Institutions Code Section 827, I, \_\_\_\_\_, as a member of the San Mateo County Juvenile Justice Commission, promise to keep potentially identifying youth information, case file records, cases observed, and other protected information confidential. In addition, I agree to use the authority of the Commission only in the interest of the youth of the County, and to use discretion, diligence, and integrity in conducting the business of the Commission consistent with its statutory purpose of inquiring into the administration of the juvenile court law.

I understand this Oath of Confidentiality and have read and understood the Operating Policies of the San Mateo County Juvenile Justice and Delinquency Prevention Commissions.

\_\_\_\_\_  
Commissioner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Name