

**PROBATION DEPARTMENT  
COUNTY OF SAN MATEO**



**Michael Callagy, County Executive Officer  
Adam Ely, Deputy Executive Officer  
Judge Susan Etezadi, San Mateo Superior Court**

**Members**

**John T Keene**  
Chief Probation Officer

**Noelia Corzo**  
Board of Supervisors

**Rebecca Baum**  
District Attorney's Office

**Ziomara Ochoa**  
Behavioral Health  
and Recovery Services

**John Fong**  
Human Services Agency

**Ron Rayes**  
Private Defender's Office

**David Norris**  
Chief, Menlo Park  
Police Department

**Matthew Fox**  
Sheriff's Office

**Kris Shouse**  
County Office of  
Education

**Susan Manheimer**  
Community at-large

**Jane Smithson**  
Community at-large

**Nick Jasso**  
Youth Voice

**Monroe Labouisse**  
Juvenile Justice and  
Delinquency Prevention  
Commission

**Community Based  
Organization Members:**

**Ben Marks**  
StarVista

**Margaret Hitchcock**  
Y.M.C.A.

**Kate Hiester**  
Fresh Lifelines for Youth

**Juvenile Justice Coordinating Council (JJCC) Meeting**

Thursday, August 17, 2023

12:00 p.m.- 2:00 p.m.

222 Paul Scannell Drive, San Mateo

Chief's Conference Room

**MINUTES**

**Present Members:**

Chief John Keene  
Judge Susan Etezadi  
Supervisor Noelia Corzo  
Rebecca Baum  
Ziomara Ochoa  
John Fong  
David Norris  
Captain Matthew Fox  
Kris Shouse  
Susan Manheimer  
Jane Smithson  
Ben Marks  
Margaret Hitchcock  
Kate Hiester

**Absent Members:**

Michael Callagy  
Ron Rayes  
Nick Jasso  
Monroe Labouisse

**Other Attendees:**

Adam Ely, County Executive Board; Regina Moreno, BHRS; Sharon Cho, Superior Court; Kate Hiester, FLY; Claire Cunningham, HSA; Johanna Rasmussen, Karin-Huber Levy, JJDPC; Mia Acosta, JSRP; Nancy Goodban, Bethvon Emster, Becca Kieler, In Our Care; Bonnie MacAskill, Jehan Clark, Becky Powers, Hong Liu, Tony Burchyns, Yanitxa Albino, Probation.

**I. CALL TO ORDER**

The meeting was called to order at 12:02 p.m.

**II. PUBLIC COMMENT**

Nancy Goodban – In Our Care Organization  
Bethvon Emster – In Our Care Organization  
Becca Kieler – In Our Care Organization

**III. UNFINISHED BUSINESS**

**A. Approval of Minutes from February 9, 2023**

The JJCC Minutes from February 9, 2023, were approved.

**M:** Adam Ely/**S:** Ziomara Ochoa

**Abstentions:** Captain Matthew Fox, David Norris

**IV. NEW BUSINESS**

**A. Budget Update**

Chief Keene reported that the current funding streams remain stable.



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## **B. JPCF/JJCPA & YOYG/JJRBG RFPs Update**

Management Analyst, Tony Burchyns, shared an overview on the recent RFP process and the programs and services that will be funded for the next three fiscal years.

- 22 contracts were awarded to 11 CBOs.
- Community based services are funded by JPCF and JJCPA.
- Programs and services for youth in custody are funded by YOYG.
- Programs and services for older youth realigned from DJJ are funded by JJRBG.
- A total of \$5,603,193 was awarded through the RFP process.

Chief Keene shared that these processes are established by a 5-year local action plan. The plan details what was determined needed within our individual county for the youth we serve, and every county is different. A lot of factors many which are driven by positive outcomes and primarily that we have less youth in our facility compared to many years ago has impacted the programming we have available today compared to what was available in the past. The current list of programs and services shows a conservative effort towards everything that was in the recommendations the department received from JJDC, an alignment with the plan for the SB823 population, and an ongoing effort in partnership of both the system and external partners to look at what can be provided that will be meaningful and impactful to our specific population.

The Annual Comprehensive Report with more detailed information on the programs and services that were provided this past fiscal year will be shared at the next JJCC meeting in November.

## **C. Future JJCC Meeting Format**

A motion was put forth to move the JJCC meetings to a hybrid format to allow for remote public participation in the new year.

**M:** Supervisor Corzo, **S:** Kate Hiester

- 14 voting members approved.
- Modifications: Voting members will need to participate in person with a few limitations. Wording will be added to the agendas with further guidance.
- Abstentions: None
- The motion passed.

Supervisor Corzo requested a report out on youth in detention and stats on arrests per quarter at future JJCC meetings.

- Chief Keene shared that this information is already shared in other spaces and has not typically been part of this commission, but he will look into this and think about the best way to get this information out.

Kate Hiester asked about what the process is to determine a voting member of the JJCC.

- Chief Keene shared that a lot of it is statutory driven and a reflection on why this commission was put together would be beneficial since there are a lot of new faces on the commission.

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**D. ADJOURNMENT**

The JJCC meeting was adjourned at 1:09 p.m.

The next JJCC meeting is scheduled for November 30, 2023.