

JUVENILE JUSTICE
AND
DELINQUENCY PREVENTION
COMMISSION

AGENDA

July 12, 2024, 12:00 PM

Jury Assembly Room

Ukiah Courthouse

100 N. State Street, Ukiah, CA 95482

<https://mendocino-courts-ca-gov.zoomgov.com/j/1600926095?pwd=V0RqYUZJMIRGUhQvZmh6b0NmMGxiUT09>

Meeting ID: 160 092 6095 Passcode: 161251 Toll-Free Call-in Number: (833)568-8864

1. Call to Order
 - a. Welcome and Introductions
 - b. Additions or Corrections to Agenda
2. Public Comment for items not on the Agenda
3. Review and approval of Draft Minutes from June 14, 2024 meeting (attachment)

Recommended action: Approve minutes.
4. Review and Approval of Proposed Revisions to By-Laws (attachment)

Recommended action: Approve revisions to By-Laws.
5. Establish a Juvenile Data Review Subcommittee – Marquez Gibson

Recommended action: Establish subcommittee.
6. Chief Probation Officer Report

Recommended action: Receive the oral report and provide input to CPO Locatelli, as needed.

7. Juvenile Hall Report

Recommended action: Receive the oral report and provide feedback to staff, as needed.

8. Update on Inspection of Juvenile Detention Facilities

Recommended action: Receive oral report from commissioners that performed the additional inspection of Juvenile Hall

9. New Business

Resignation of Commissioner Susie deCastro

10. Review and Discuss Requests for Items to be included on Future Agenda, Including Agenda Date(s) and Provide Direction

Possible Guest Speakers: Who will contact/arrange

11. Adjournment: JJDPC meeting are held from noon to 2 p.m. in the Jury Assembly Room at the Ukiah Courthouse on the following dates:

August 9, 2024
September 13, 2024
October 11, 2024
November 8, 2024
December 13, 2024

Juvenile Justice & Delinquency Prevention Commission

Mendocino County
100 N. State Street, Room 303
Ukiah, CA 95482
(707) 463-4664

<https://www.mendocino.courts.ca.gov/jjdpc>

JUNE 14, 2024 MEETING

COMMISSIONERS PRESENT: Kate Gaston, Chairperson, Gary Levenson-Palmer, Marquez Gibson, Libbe Madsen (via Zoom), Nicholas Canaday (via Zoom), Susie deCastro (via Zoom)

OTHERS PRESENT: Judge Carly Dolan; Izen Locatelli, Chief Probation Officer; John Bednar, MCJH Division Manager; Kim Turner, Court Executive Officer; Tanya Ruiz-Estrada (prospective Commissioner- via Zoom); Kim Weston

COMMISSIONERS ABSENT: Bode Gower, Esperanza Montano-Culbertson, Sarah Martin, Vanessa Curl

The meeting was called to order at 12:33 pm by JJDPC Chairperson, Kate Gaston.

1. **CALL TO ORDER**
 - a. Welcome and Introductions
 - b. Additions or Corrections to Agenda
 1. Ms. Gaston reported that she and Gary Levenson-Palmer completed the inspection of Juvenile Hall but that they will require another date to complete the full inspection. This continued inspection will need to be approximately two hours.
2. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**
None.
3. **REVIEW AND APPROVAL OF DRAFT MINUTES FROM THE MAY 17, 2024 MEETING (ATTACHMENT):** After discussion, the Commissioners approved the May 17, 2024 meeting minutes as written. Mr. Levenson-Palmer moved to approve; Mr. Gibson seconded; Nick Canaday abstained.
4. **REVIEW AND APPROVAL OF PROPOSED REVISIONS TO BY-LAWS:** Ms. deCastro requested that we remove all category references (e.g. people of color) from the final paragraph of the By-Laws. Mr. Gibson asked where his requested changes concerning the duties and powers of the JJDPC include the ability to request from any department, division, board, commission or other agency assistance and data that will enable the JJDPC to carry out its functions (Unicode Municipal Code section 8.20.070) are reflected in the amended By-Laws. The older draft not including those changes was incorrectly provided by administrative staff. After discussion, the approval of the revised by-laws was tabled until the next meeting to incorporate the additional provisions into the document.

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5. **HONORING RETIRED COMMISSIONERS:** Ms. Turner reported that the County Board of Supervisors will be recognizing all current and recently retired Commissioners at the July 23, 2024 meeting starting at 9:15 am. Commissioners may attend the meeting remotely if they are unable to appear in person. The meeting connection information can be found on the Board of Supervisors page on the County website. The Commissioners also requested that this information be sent out via email. Ms. Gaston will be reaching out to all retired Commissioners to provide information regarding this ceremony.

Mr. Canaday requested information from the three remaining Commissioners on their projected retirement dates. Ms. Gaston reported that she will remain on the Commission until the new Commissioners feel they are ready to stand on their own. Mr. Levenson-Parker stated that he plans on remaining on the Commission until the inspection of Juvenile Hall is completed and the new By-Laws are approved. His goal is to retire from the Commission at the end of August. Ms. Madsen stated that she does not feel an urgency to retire at this moment and is undecided on a date.

6. **PROBATION REPORT:** Chief Locatelli reported that next fiscal year will be difficult for the County. All county departments will be receiving budget cuts this year. The Juvenile Probation budget is being reduced by \$175,000 and the Adult Probation budget will be reduced by \$250,000. He stated that they will not be cutting services and do not plan on any personnel layoffs. They will not be hiring any additional staff. Should either department require additional funds during the later quarters of the next fiscal year, the Board is open to adjustments and special requests.

Chief Locatelli reported that Lake County is interested in establishing a more permanent usage of our Juvenile Hall. He stated that he will not have over 20 kids in the hall, but he feels it would be beneficial to both counties to take a more regional approach. His discussions with Lake County are ongoing. Lake County currently has an agreement to house juveniles with Tehama County.

Chief Locatelli also reported that they are transitioning from an outside medical provider to make use of county agencies (e.g. BHRS). They are in the process of setting up billing processes so that they can bill federal and state programs for the reimbursement of the fees in the first 90 days of involvement with the juvenile.

Chief Locatelli stated that the annual BSCC inspection of Juvenile Hall is July 8, 2024. The Annual OYCR inspection will be held in August.

7. **JUVENILE HALL REPORT:** Mr. Bednar reported that currently four youth are in Juvenile Hall, three male, and one female (currently out on a pass). He is expecting an upswing in the hall population due to summer vacation. Staff have been preparing for the inspection of Juvenile Hall by the JJDP as well as the upcoming annual inspection by the BSCC.

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8. **INSPECTION OF JUVENILE DETENTION FACILITIES:** Mr. Levenson-Palmer reported that he and Ms. Gaston met this morning to conduct the annual inspection of Juvenile Hall. No other commissioners were present for the inspection. After discussion, it was agreed that the following needs to be completed at the second inspection date:

- Complete walk through of facilities
- Review the procedures for the incarceration of juveniles from initial processing to release
- Interview youth
- Interview staff
- Review of filed grievances

Chief Locatelli stated that there is a large amount of duplication in the various inspections of the Hall and suggested that the Commissioners review the BSCC and OYCR reports to refocus the inspection and turn it into a more useful tool.

After discussion, the Commissioners agreed to schedule the second part of the Juvenile Hall inspection of Juvenile Hall for Friday June 21, 2024, starting at 10:00 am. Ms. Gaston, Mr. Levenson-Palmer, Ms. deCastro, and Mr. Gibson will participate in the inspection. Information concerning the date of the second inspection time will be sent out to all Commissioners. Ms. Gaston will send the inspection form out to all commissioners ahead of time.

9. **NEW BUSINESS:**

Ms. Turner reported that all meetings will be held at the Courthouse due to the difficulty in providing remote connections at the County facility. Ms. Gaston requested all Commissioners to attend the meetings in person, when possible. Ms. Madsen requested that staff obtain feedback on the meeting location from members of the public.

Mr. Bednar requested that next year's inspection of Juvenile Hall be completed in March or April of 2025.

Ms. Gaston reported that she recently attended the quarterly meeting of the Policy Council on Children and Youth (PCCY) and learned that her membership has expired. Due to this, there is an open seat on the Council that needs to be filled by a JJDPC member. Ms. deCastro expressed interest in filling this seat and Ms. Gaston stated that she would contact Ms. deCastro to discuss the necessary steps to become a member. Ms. Gaston will attend the next meeting of the Council with the new JJDPC member for introductions to other Council members.

Chief Locatelli would like the Commission to focus on delinquency prevention to avoid overlap with other commissions and council.

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10. **COMMISSIONER CONTACT UPDATES TO CLERICAL STAFF:** Ms. Weston requested Commissioners email her with any updates to the contact information. She will provide an updated Commissioner Roster at the next meeting.

11. **REVIEW AND DISCUSS REQUESTS FOR ITEMS TO BE INCLUDED ON FUTURE AGENDA, INCLUDING AGENDA DATE(S) AND PROVIDE DIRECTION:**

Ms. Gaston requested that the next three to four meeting dates be included in future agendas.

Mr. Levenson-Palmer would like to have a guest speaker at the July meeting. The Commissioners will update staff on speaker information for the addition to the agendas.

12. **ADJOURNMENT:** After discussion, it was agreed that the next JJDPC meeting will be held on July 12, 2024 at 12:00 p.m. in the Jury Assembly Room at the Ukiah Courthouse. A Zoom link will be provided for Commissioners who cannot attend in person and for any members of the public to attend.

MEETING ADJOURNED AT 1:42 p.m.

MINUTES COMPLETE

Submitted by Kim Weston

Proposed Revision for June 14, 2024 Meeting

By-Laws

**Juvenile Justice and
Delinquency Prevention Commission
of
Mendocino County**

(Adopted December 18, 2009, Revised March 8, 2024)

Article I

Authority

Pursuant to section 225 Welfare and Institutions Code, there is a Juvenile Justice Commission Appointed by the Mendocino County Superior Court. Pursuant to Chapter 8.20 of the Mendocino County Code, the Mendocino County Board of Supervisors has designated the Juvenile Justice Commission to also serve as the Delinquency Prevention Commission under section 233 of the Welfare and Institutions Code.

Article II

Object

The responsibilities of the Commission are defined in sections 229, 229.5 and 233 of the Welfare and Institutions Code. Its general purpose is to inquire into the administration of the juvenile court law in the County, and to coordinate on a county-wide basis the work of community agencies engaged in activities to prevent delinquency. The Commission has the following functions:

- a. Annually inspect Juvenile Hall, any jail or lockup within the County used for confinement of a minor for more than 24 hours and all licensed group homes in Mendocino County and report the results of such inspections in writing to the Presiding Judge of the Juvenile Court, and the Board of State and Community Corrections.
- b. Conduct hearings on matters relevant to the implementation and administration of laws related to juveniles in the County.

- c. Assure that needed services are identified, developed, and provided for the children and youth of the County, particularly services that relate to the diversion of youth out of the juvenile justice system.
- d. Examine and make recommendations concerning policy and procedure in regards to the administration and implementation of juvenile justice and delinquency prevention.
- e. Request from any department, division, commission, or other agency of the County such assistance and data as will enable it to properly carry out its powers and purposes.

Article III

Members

Section 1 Membership on the Commission shall be composed of not fewer than seven or more than fifteen citizens of the County.

Section 2 Members of the Commission shall be appointed by the Presiding Judge of the Juvenile Court or their designee, as authorized by Welfare and Institutions Code section 225. The Commission shall adhere to the goals in Article XI, Commitment to Diversity, as set forth herein.

Section 3 Appointment shall be made as authorized in Welfare and Institutions Code section 225.

Section 4 Each person appointed shall appear before the appointing judge or designee and qualify by taking an oath to faithfully perform the duties as a member of the Commission. The membership applications, background checks, and oaths shall be maintained by the court's Human Resources Division and shall be confidential.

Section 5 Any Member desiring to resign from the Commission shall submit his/her resignation in writing to the Chairperson of the Commission and a copy to the Presiding Judge of the Juvenile Court.

Section 6 Attendance of Members shall be taken and recorded in the Minutes of all regular Commission meetings. Any Commissioner who accumulates three unexcused absences from regular meetings during the calendar year shall be considered as having resigned from the Commission. Such resignation shall be communicated by the Chairperson to the Presiding Judge of the Juvenile Court and Chief Probation Officer of Mendocino County.

Article IV

Officers

Section 1 The Officers of the Commission shall be the Chairperson, Vice-Chairperson and Secretary. Officers of the Commission shall serve one year terms beginning in January. Officers shall be elected by the majority vote of the Commissioners at the annual January meeting.

Section 2 Nomination(s) for Chairperson, Vice-Chairperson and Secretary offices shall be made shall be made by the Members at the Commission's regular meeting held in November or upon vacancy of the office.

Section 3 No Member shall hold more than one office at a time and no Member shall be eligible to serve more than two full consecutive terms in the same office.

Section 4 If an officer position becomes vacant, the Chairperson, or Vice-Chairperson acting in absence of the Chairperson, shall ask for recommendations from Members to fill the unexpired term of office. In the event the Chairperson resigns or takes an extended leave of absence, or in the absence of the Chairperson, at scheduled or emergency meetings of the Commission the Vice- Chairperson shall conduct the Commission's affairs. Should the Commission desire to have the chairperson position filled, the Commission will vote whether to begin the process of electing a new chairperson.

Article V

Meetings

Section 1 The regular meetings of the Commission shall be held monthly unless otherwise designated by the Chairperson. At the annual January meeting at the beginning of each calendar year the Commission shall determine its monthly meeting dates and locations. Whenever possible, the Commission shall also provide remote access to its public meetings. The meeting schedule shall be posted on the County and Court websites.

Section 2 Efforts will be made to rotate the meeting sites to promote the Commission's accessibility to each area of the County.

Section 3 Special meetings may be called by the Chairperson.

Section 4 Regular meetings of the Commission are open to the public and shall be posted on the County's and Court's websites.

Article VI

Committees

Section 1 Juvenile Justice Committee composed of at least three Commission Members shall be appointed by the Chairperson of the Commission. The Chairperson shall also appoint the Vice-Chairperson to chair this Committee. Committee meeting time(s) and location(s) shall be established by the Committee Chairperson.

This Committee's duties shall include:

- a. to conduct the annual inspection of Juvenile Hall, jails or lockups detaining minors more than 24 hours and licensed group homes;
- b. to conduct public or closed hearings on matters relevant to the implementation and administration of laws pertaining to juveniles in the County;
- c. to propose, endorse, or oppose legislative or administrative proposals that may have an effect upon the administration of laws pertaining to juveniles in the county, ~~and;~~
- d. to report all findings in an Annual Report, as directed by the Chairperson, and:-
- d.e. to participate in the recruitment and selection of the Chief Probation Officer

Section 2 Delinquency Prevention Committee composed of at least three Commission Members shall be appointed by the Chairperson of the Commission. The Chairperson shall also appoint a Committee Chairperson. Committee meeting time(s) and location(s) shall be established by the Committee Chairperson.

This Committee's duties shall include:

- a. to assure that needed youth services are identified, developed and delivered to juveniles of the County, particular services which relate to the diversion of youth out of the juvenile justice system;
- b. to conduct public or closed hearings on matters relevant to the implementation and administration of delinquency prevention programs in the County;
- c. to propose, endorse, or oppose legislative or administrative proposals effecting delinquency prevention efforts within the County, and;
- d. to report all findings in the Annual Report, as directed by the Chairperson.

Section 3 The Commission may establish special or ad hoc committees of its membership to perform task force functions on any matter within the jurisdiction of the Commission. Each standing, special or ad hoc committee shall elect its own officers, set meeting time(s) and location(s), define its task and submit its findings in writing to the Commission.

Article VII

Annual Reports

The Commission shall report annually (on a calendar year basis) to the Presiding Judge of the Juvenile Court the results of the inspections mandated by statute. The Commission shall review the draft report submitted by the Vice-Chairperson. The final version of the report shall be forwarded by the Chairperson to the Presiding Judge of the Juvenile Court and the BSCC. The final report shall be approved by a majority of a quorum of the Commission.

At the discretion of the Chairperson, the Commission may prepare an Annual Report, summarizing the year's activities and make recommendations for the coming year. The Annual Report shall be forwarded to the Presiding Judge of the Juvenile Court.

Article VIII

Parliamentary Authority

The rules contained in the current edition of Robert's rules of Order shall guide the Commission in all matters to which said rules are applicable and in which said rules are not inconsistent with these by-laws and any special rules of order that the Commission may adopt.

Article IX

Release of Information

Press or media release(s) of information on behalf of the Commission shall be issued only by the Chairperson of the Commission or his/her designee. Nothing in this section shall be construed to prevent Commissioners from expressing themselves as individuals, but such action should, where appropriate, include a disclaimer that such expression is made in an individual capacity only and not as an official statement for the Commission.

Article X

Amendment of By-Laws

For the purpose of amending these By-Laws, a quorum is defined as a two thirds majority of the members of the Commission present at a regular meeting. These By-Laws may be amended at any regular meeting of the Commission by a two thirds vote of a quorum, provided that the proposed

amendment has been submitted in writing at the previous regular meeting of the Commission.

Article XI

Commitment to Diversity

The Commission recognizes that any juvenile, regardless of income, race/ethnicity, geography and other factors, may become involved with the juvenile justice system. The Commission is committed to educating itself on these juveniles' experiences and presenting issues of Mendocino County's diverse youth population. This commitment includes addressing the needs of historically marginalized and underserved groups such as people of color, lesbian-gay-bisexual-transgender-queer youth, and immigrant youth. The Commission is also committed to recruit members who reflect the ethnic, cultural and socioeconomic diversity of Mendocino County.

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