

**PROBATION DEPARTMENT  
COUNTY OF SAN MATEO**



Juvenile Justice Coordinating Council (JJCC) Meeting

February 22, 2018

2:00 p.m. – 4:00 p.m.

222 Paul Scannell Drive, San Mateo CA – Chief's Conference Room

**Members**

**John T. Keene**  
Chief Probation Officer

**Don Horsley**  
Board of Supervisors

**Iliana Rodriguez**  
County Manager

**Elizabeth K. Lee**  
Superior Court

**Karen Guidotti**  
District Attorney

**David Young**  
Behavioral Health  
and Recovery Services

**Kerry Ahearn-Brown**  
Human Services Agency

**Rick Halpern**  
Private Defender

**Susan Manheimer**  
Chief, San Mateo Police  
Department

**Jeff Kearnan**  
Sheriff's Office

**Nancy Magee**  
County Office of Education

**Richard Boitano**  
Jefferson Union High School  
District

**Jane Smithson**  
At-large community  
representative

**Michele Gustafson**  
Juvenile Justice and  
Delinquency Prevention  
Commission

**MINUTES**

**Present Members:**

John Keene  
Rick Boitano  
Michele Gustafson  
Rick Halpern  
Karen Guidotti  
Jane Smithson  
Iliana Rodriguez  
Kerry Ahearn-Brown  
Don Horsley

**Absent Members:**

Elizabeth K. Lee  
Nancy Magee  
Jeff Kearnan  
Susan Manheimer  
David Young

**Other Attendees:**

Peter Ehrhorn, StarVista; Lilia de la Cruz-Borrero, Probation; Vielka McCarthy, Probation; Hazel Benigno, StarVista; Michelle Kozul, Probation; Alexi Arvanitidis, StarVista; Greg Rothaus, San Mateo County Sheriff's Office; Michelle Mendez, Probation, Monica Vargas, Probation; Billy Brimmer, Edgewood Center for Children and Families; Susan Williams-Clark, Acknowledge Alliance; Joey Gallo, Fresh Lifelines for Youth; Maddie Pielert, Youth Service Bureau; Jeff Morino, Probation; Larry Silver, Probation; Jazzalyn Lamadora, Board of Supervisors; Ghada Ahmed, Public

**I. Call to Order**

The meeting was called to order at 2:03 p.m.

**II. Public Comment**

Ghada Ahmed - Parent

**III. Roll Call**

**IV. Unfinished Business**

The minutes from the December 14, 2017, meeting were approved.

**M:** Rodriguez/**S:** K. Ahearn-Brown.

**V. New Business**

**A. Budget Update**

John Keene, Chief Probation Officer, reported there is no budget or funding changes at this time and that the budget remains solid and stable.

- Chief Keene reported that Hong Liu, Deputy Director of Probation, is working on the development of internal scorecards that will assist in evaluating contracted services from our providers.

- Chief Keene talked about the idea of asset mapping in the County to evaluate what services are needed in each city.
- Chief Keene reported the juvenile population in San Mateo County continues to decrease.
- A discussion ensued about the cost of living in San Mateo County and the plummet of juvenile population.

**B. Form 700 Requirements**

- Chief Keene reported all Form 700's are due from Council Members every year in April.
- Chief Keene reported the new process for filing Form 700's is now done electronically.
- Michelle Mendez, Management Analyst – Probation, stated NetFile is the website for Council Members to e-file. Michelle Mendez further stated that e-mails will be sent out to all Council Members who have not yet received an e-mail from NetFile.

**C. Community Based Organization Appointments**

Chief Keene spoke regarding adding additional Community Based Organization (CBO) members as permanent positions to the Council. Chief Keene reported that we have one permanent CBO representative, Peter Ehrhorn, Starvista, and he would like to recruit more.

- Chief Keene stated he would like to extend the invite to additional CBO's who might be interested in becoming permanent members of the JJCC.
- When Michelle Gustafson, Juvenile Justice and Delinquency Prevention Commission, asked if other CBO's had been given the opportunity to join the Council, Michelle Mendez replied there has been no official solicitation; however, Michelle Mendez reported she will be sending out an e-mail invitation to the CBO's with a brief description of Council Member information (i.e.: participation level/duties/tasks).
- Michelle Mendez reported the Juvenile Justice Committee Council (JJCC) is going to operate with two representatives from both funding streams: JPCF and JJCPA.

In regards to member roster information, Chief Keene reported the following updated standing positions on the Council:

- Don Horsley, Board of Supervisor's
- Iliana Rodriguez, County Manager's Office
- Elizabeth K. Lee, Superior Court
- Karen Guidotti, District Attorney's Office
- David Young, Behavioral Health and Recovery Services
- Kerry Ahearn-Brown, Human Services Agency
- Rick Halpern, Private Defender's Office
- Gregory Rothaus, Sheriff's Office
- Nancy Magee, Office of Education
- Rick Halpern, Private Defender's Office
- Rich Boitano, Jefferson Union School District
- Jane Smithson, At-Large Community Representative
- Michelle Gustafson, Juvenile Justice and Delinquency Prevention Commission
- Susan Manheimer, Chief, San Mateo Police Department

- A conversation ensued regarding the need for an additional member to represent the south area of San Mateo County School District. Don Horsley, Board of Supervisors, reported a high importance in the Cabrillo Unified School District.
- Chief Keene reported he would like more updates on the Probation website, with regards to JJCC, with more detailed information about the Council (i.e.: a description and history of the JJCC, Council Members, upcoming meetings, etc).
- A conversation ensued regarding the role of JJCC and its members.

**Remaining 2018 JJCC Meetings**

- May 24, 2018
- August 23, 2018
- October 25, 2018
- All meetings will be held in the Chief's Conference Room from 2:00 p.m. to 4:00 p.m.

**Adjournment**