

JUVENILE JUSTICE
AND
DELINQUENCY PREVENTION
COMMISSION

AGENDA

May 17, 2024, Noon to 2 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 April 12, 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. Honoring Retired Commissioners

Recommended action: Receive the report and provide input to Kim Turner, as needed.
6. Chief Probation Officer Report

Recommended action: Receive the report and provide input to CPO Locatelli, as needed.
7. Juvenile Hall Report

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

8. Inspection of Juvenile Detention Facilities

Recommended action: Discuss scheduling of inspection of Juvenile Hall which will include new commissioners in the inspection process.

9. New Business

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

11. Adjournment: The next JJDPC meeting will be held on June 14, 2024 from noon to 2 p.m., location to be determined.

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/jjdp>

APRIL 12, 2024 MEETING

COMMISSIONERS PRESENT: Kate Gaston, Chairperson; Gary Levonson-Palmer, Libbe Madsen

OTHERS PRESENT: Esperanza Montano-Culbertson, prospective Commissioner; Sarah Martin, prospective Commissioner; Bode Gower, prospective Commissioner; Susie deCastro, prospective Commissioner; Marquez Gibson, prospective Commissioner; Nicholas Canaday, prospective Commissioner; Vanessa Curl, Arbor Youth Resource Center and prospective Commissioner; Tanya Estrada-Ruiz, prospective Commissioner (remote for a portion of meeting); Izen Locatelli, Chief Probation Officer; John Bednar, MCJH Division Manager; Hillary Gayheart, OCYR; Judge Carly Dolan; Kim Turner; Kim Weston

ABSENT: Tanya Estrada-Ruiz, prospective Commissioner

The meeting was called to order at 12:02 pm by JJDPC Chairperson, Kate Gaston.

1. **CALL TO ORDER**
 - a. Welcome and Introductions
 - b. Additions or Corrections to Agenda
No additions or corrections to the agenda.
2. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**
None.
3. **REVIEW AND APPROVAL OF DRAFT MINUTES FROM THE FEBRUARY 9, 2024 MEETING (ATTACHMENT):** After discussion, the Commissioners approved the February 9, 2024 meeting minutes as written. Commissioner Levonson-Palmer moved to approve; Commissioner Madsen seconded.
4. **REVIEW AND APPROVAL OF DRAFT MINUTES FROM THE MARCH 8, 2024 MEETING (ATTACHMENT):** After discussion, the Commissioners approved the March 8, 2024 meeting minutes with requested name spelling corrections. Commissioner Madsen moved to approve; Commissioner Levonson-Palmer seconded.
5. **PROBATION REPORT:** Izen Locatelli gave a brief history on the Juvenile Justice and Delinquency Prevention Commission. Commissioners are involved in the hiring of the Chief Probation Officer. The Chief Probation Office works in collaboration with the JJDPC. The JJDPC is funded through the Probation Department. Chief Locatelli provided an overview of the Welfare and Institutions Codes which govern the mission and functions of the JJDPC, as well as the other commissions and councils the Chairperson of the JJDPC is required statutorily to serve

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>

on. Previously the focus of the Commission has been on juvenile justice and Chief Locatelli is hopeful that the commission will be able to address the prevention side more fully in the future. Chief Locatelli discussed the smaller School Attendance Review Boards (SARB) within the 12 school districts in the county and the larger county-wide SARB. The Commissioners discussed school truancy and how it relates to juvenile delinquency. Prospective commissioner Gower discussed the School Survey that has been completed by all students and when results from that survey should be made public. Chief Locatelli stated that the schools should be more involved as they have more funding for programs that can work with the JJDPC. Chief Locatelli stated that more outreach needs to be made with the alternative education high schools in the area and that a new principle is being hired to cover those three schools and he is hopeful that the new principle will be open to working with the Probation Department and the JJPDC on new programs to help with truancy and delinquency prevention.

6. **JUVENILE HALL REPORT:** John Bednar reported:
 - a. Currently nine youth are in Juvenile Hall. Eight male, and one female. Two youth are on hold for Lake County. Staff are currently reviewing all detainees for any required mental health interventions.
 - b. Programs
 - i. Garden Program: Program has begun with the assistance of Mendocino College. The area is being cleared and prepared for raised beds to be installed. There will be an update on the progress at the next meeting.
 - ii. Culinary Program: There is a meeting scheduled in three weeks with the Culinary Advisory Board at Mendocino College regarding implementation of this program.
 - iii. Existing Programs: They are continuing to work on improving quality of existing programs making sure they best suit the youth.
7. **INSPECTION OF JUVENILE DETENTION FACILITIES:** After discussion, the Commissioners agreed to schedule the inspection of Juvenile Hall once the new Commissioners have been sworn in and passed the Livescan so they can attend the inspection. It was agreed that Kate Gaston and Gary Levonson-Palmer will attend the inspection with new commissioners Sarah Martin, Marquez Gibson, and Susie deCastro. John Bednar will send the required forms for the Livescans to Kim Weston to forward on to the prospective Commissioners. This item will be revisited at the next meeting for an update on the status of Livescans with the goal of scheduling the inspection as soon as possible.
8. **REVIEW OF RECRUITMENT PROCESS AND ADDITION OF NEW MEMBERS ON THE JJDPC:** Kim Turner reported that we have several Commissioner candidates attending today's meeting. Chairperson Gaston requested that we continue additional outreach including the Administration of Justice program at Mendocino College and Leadership Mendocino. Kim requested that the Commissioners also provide information to any individuals they know who might be interested in serving. Commissioner Levonson-Palmer will forward information concerning contacts from underserved and tribal communities he has worked with in the past.

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/jjdp>

9. **MENDOCINO COUNTY RESOURCE GUIDE PROVIDED BY ARBOR:** Kim Turner thanked Vanessa Curl and The Arbor for providing their resource guide which was updated at the end of December 2023. After discussion, the Commissioners agreed that they would like to research and add additional resources to the list, including resources from out of the Ukiah area, and out of county. They requested that a list of resources be obtained from the Homeless Continuum of Care and the 24/7 Help Commission of CASA. They would like to place the QR Codes or links to these resources on the JJDP website.
10. **ORIENTATION OF NEW COMMISSIONERS:** Kim Turner distributed the Handbook for Mendocino County Juvenile Justice and Delinquency Prevention Commissioners and a copy of Inside/Outside to each of the prospective commissioners in attendance. Kim asked the current Commissioner's to review the handbook and let her know if there are any additions that need to be made to the handbook. Kim discussed the Agreement to Confidentiality provided for each Commissioner to sign. Kim will provide a Commissioner Roster at the next meeting and update as any new commissioners are added.
11. **NEW BUSINESS:**
Oath of New Commissioners: Judge Dolan administered the Oath to the following: Esperanza Montano-Culbertson, Sarah Martin, Bode Gower, Nicholas Canaday, Susie deCastro, Marquez Gibson, and Vanessa Curl.
12. **REVIEW AND DISCUSS REQUESTS FOR ITEMS TO BE INCLUDED ON FUTURE AGENDA, INCLUDING AGENDA DATE(S) AND PROVIDE DIRECTION:**
Honoring Retired Commissioners: Kim Turner reported that she is working with the Probation Department on this project and will provide an update at the May meeting.
13. **ADJOURNMENT:** After discussion, it was agreed that the next JJDP meeting will be held on May 17, 2024 from noon to 2:00 p.m. in the Jury Assembly Room at the Ukiah courthouse.

MEETING ADJOURNED AT 1:34 p.m.

MINUTES COMPLETE
Submitted by Kim Weston

Proposed Revision for May 17, 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.

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;
- d. to report all findings in an Annual Report, as directed by the Chairperson, and;
- 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.

DRAFT