

**CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION**



**LONDON N. BREED, MAYOR
RETREAT MEETING MINUTES**

**City Hall, 1 Dr. Carlton B. Goodlett Place, Room 305
FRIDAY, October 20, 2023 / 10:00AM – 3:00PM**

Meeting held in person as listed above.

Commission Retreat meeting materials and documents can be found on the Commission Website:
[10-20-23 Juvenile Probation Commission RETREAT | San Francisco \(sf.gov\)](#)

Full Commission

Margaret Brodtkin, President
Johanna Lacoé
Allison Magee
Linda Martley-Jordan
Toye Moses
Manuel Rodriguez
James Spingola

AGENDA

10:00am – 12:00pm (All times listed here and below are estimates.)

1. Roll call.

- A. President Margaret Brodtkin called the meeting to order at 10:10am.
- B. Members absent: **Linda Martley-Jordan**
- C. Others present: Nancy Rubin (retreat facilitator)
- D. JPD Staff in attendance: Chief Katy Miller, Celina Cuevas, Maria McKee, Sappho Q, Verónica Martínez

2. Public Comment on items not on the agenda.

- A. Public Comment: None

3. Results of Survey given to JPC Commissioners on the effectiveness of the Commission. (Discussion)

- A. President Brodtkin introduced Nancy Rubin who served as facilitator for the retreat. Nancy outlined the activities and timeline for the retreat. Commissioners and those present introduced themselves and set their relationships with the Commission and their intentions for the retreat. This was followed by an activity to review and discuss the results of the survey completed by JPC Commissioners: Effectiveness of the Commission.

- B. Public Comment: Queen Vanessa Banks – expressed concern about hearing that the commission is not working with staff and not being on the same page. She sees that those present want to hear from the community, but she's concerned that organizations the Juvenile Probation funds should be here and they're not. Someone should be monitoring them to keep them accountable. Some of those organizations should be here helping the commission and the department do the work. Queen Vanessa speaks for Hunters Point/District 10.

4. Review of Commission goals from 2022 – 2023 – Action on Commission goals by Department and Commission, possible additional Commission goals and their priority goals. (Discussion & Possible Action)

- A. Nancy facilitated discussion and review of Fiscal Year 2022-2023 goals developed during last year's JPC retreat. Each of last year's goals were reviewed and Commissioners were asked to answer the following questions for each goal: 1) how do we interphase with this goal from our governance point of view (what's the Commission's role as it related to this goal? What did we do?) and 2) what could we have done differently?
- B. Public Comment: Queen Vanessa Banks – spoke of her role as an urban consultant and mentions the need to have stipends for families and community members to participate in the commission and its processes, to inform the commission's work, and to bring their voices and issues forward.

Meeting break for lunch at 12:32 PM

12:15pm – 12:45pm Lunch Break with possible additional discussion of Items 3 & 4 above. Members of the public are welcome to remain in the room during the lunch break and may bring and eat their lunch during this lunch break.

Meeting re-adjourn after lunch break 1:15 PM

5. Role of Commissions in San Francisco and Role of Juvenile Probation Commission. (Discussion & Possible Action)

- A. Commissioners broke into two groups (three commissioners in each group) and discussed what content they would like to cover in next year's meetings based on the priorities and highlights they identified and discussed during the prior activity. Commissioners were asked to emphasize content since the process will be discussed later in the agenda of this retreat. Each group reported back their preferences and expectations for content to be covered during next year's eleven meetings.
- B. Public Comment: Queen Vanessa Banks – expresses appreciation for the work that's taken place during this meeting, she feels that the commissioners are learning as well as the community will learn. She encourages commissioners and the department to rely on the community to help them implement the work they think of and set forth during these meetings.

6. Governance and process for Commission deliberations and actions regarding committees, agendas and procedure for making policies. (Discussion & Possible Action)

- A. President Brodtkin reviewed a summary of bylaws, including actions the Commission may take, and recommended that the scope of the Finance Committee is expanded to include governance and communication.
- B. President Margaret Brodtkin motioned "to change Finance Committee to Finance and Governance Committee.". Commissioner Johanna Laco seconded the motion.
- C. Public Comment: None

D. Votes:

Margaret Brodtkin, President – Yes
Johanna Lacoë -Yes
Allison Magee -Yes
Linda Martley-Jordan -Not Present
Toye Moses-Yes
Manuel Rodriguez -Yes
James Spingola-Yes

Motion passes

- E. Commissioners discuss the process for how the newly formed Finance and Governance Committee should operate moving forward. They discuss how the committees should support the process for the Commission meetings. Chief Miller suggests that an effort is made to avoid both committees meeting monthly because it will be a very heavy lift for the department to staff three meetings.

7. Adjournment (Action Item)

- A. Adjourn at 2:59 PM

NOTE: Notes were taken on easel paper during the retreat. Those notes have been transcribed and are attached and incorporated to this meeting minutes.

Juvenile Probation Commission
Retreat Oct 20,2023
Notes Transcribed by Nancy Rubin

Purpose: Review Accomplishments, Set Goals and Increase Commission Effectiveness

Agenda

I. Welcome and Introductions

II. Agenda Review

III. Survey Results

IV. Review 22-23 Goals

What did we do well?

What could we do differently?

V. Brainstorms list of topics for 2024

VI. By-laws and Enabling Legislation

VII. Process Design and Proposed Changes

VIII. Next Steps and Evaluation

III.SURVEY RESULTS

Expectations

- Transformative Change
- Support Chief
- Clear Goals and Purpose
- Facilitate Feedback to JPD
- Move Beyond Data/Analysis
- Support Young People
- Serve Youth and Families and Grandparents
- Serve Community
- Polices that reduce incarceration and increase community services

Commission Accomplishments

- Relevant Body
- Transparency
- Forum for Community
- Set Goals
- Brokered conversations: CARC expansion
- Fewer Warrants
- Police Conversations
- Hire CPO
- Joint Police and JPD Community meeting
- Hold CPO and JPC accountable

Commission biggest Challenges

- Very little authority
- Not shared understanding
- Visibility /relevance
- How to use poser
- Greater community involvement
- Increase Arrests/drug sales
- Re-imagine Hall
- Non detention services
- Understanding role
- Scope of responsibility
- Closing hall

Department Accomplishments

- Transparency
- Policy and Practice
- Decreased numbers of youth incarcerated
- Community. Centered
- Reduce size
- Improving staff
- Openness to change
- Life coaches
- Secure track work

Responsiveness

Hiring/Promoting BIPOC

Department Challenges

Politics don't prioritize our kids

Alternatives

Improved staff

Reallocate money to alternatives

Shared understanding of commission roles

Migration of out of county kids to SF

How to decrease high percentage of black males in system

Next Two Years for Commission

Discussion/debate/exploration

Shared accountability and success

Northstar/commit to action

Increase structure

Increase community involvement

AB12 youth

Log Cabin Ranch

Reimagining hall

Proactive Change

Reducing Population

Moving Swiftly

Increasing funding for innovation

Next two years for Department

Lead transformative reform with partners

CBO relations and referrals

What to do re: Hall closure

Population reduction to zero

Build out Secure Track to General Population

Transparency

Reduce BIPOC overrepresentation

Additional Comments

Clarity

Represent Community

How to best use Program Committee

Planning for LCR

Updates and Summary of Last Retreat

Juvenile Hall-what to do?

What is our Impact?

IV. Review 22-23 Goals

What did we do well?

What could we do differently?

1. Reimagine how the city addresses Juvenile Crime and Delinquency-frm referral through reentry-in collaboration with community and government partners; emphasizing research, evidence-bases practices, and innovation; and sustainably addressing pervasive racial disparities throughout the system

What to do differently:

communicate JPC analysis of what is happening to community- increase community education

2. Prioritize Diversion and Connection to appropriate services and response at every stage of the youth's contact with JPD. Ensure youth are return home as quickly as possible, whenever appropriate, and that families are provided comprehensive support. Maximize the utilization of community based services that provide high quality care for all youth and their families throughout a young person's involvement in the juvenile justice system .

Accomplished: Detention Decision making tool

CARC eligibility policy and grant expansion

Care team pilot

Justice Reinvestment-2022 RFPs 2023 DCYF RFP

What we did well-

Program committee held meetings at CARC and analyzed policy.

Changed poicy for out of county youth

Commission worked with DCYF invited to Commission meeting

Influenced DCYF RFP

Heard public testimony

What to do differently:

We need a through line from program committee

Improve agenda of Commission meetings

Clarity with DCYF re: communication

Pass Policy at commission meeting

Need measurable outcomes

Prioritize communication re: obstacles and interdepartmental issues

3. Advance a whole family engagement strategy that places racial equity at its center to ensure that all youth have full and equal access to opportunities, power and resources; that advances youth and family-centered case plans and goal development to help justice-involved youth and their families thrive; and, that minimize unnecessary or further justice system involvement

Accomplished : Care team pilot
AFS Intensive Family Preservation Services
Justice Reinvestment- 2022 whole family support RFP
Direct Family support
Multi-system therapy RFP

What we did well: Chiefs report includes accomplishments

What to do differently:

Measurable outcomes

Liaison to DJJ realignment committee

Clarity re: process of next steps presented at commission- time lines, actions

Communicate what has changed

What to do when environment changes

4. Create a non-institutional home-like secure setting for both detained and incarcerated youth and young adults that is healing centered, developmentally appropriate, family-centered, community connected and culturally responsive. Implement daily community presence of community partners; shared leadership with community and city agencies whenever possible and meaningful opportunities for community input into policies and programming

Accomplished: DJJ realignment plan implementation
CBO Programming and advisory board
Credible messenger life coaches
Physical improvements
ROCA rewire training
Architect design process
Admission process mapping project

What we did well: Meeting re: Hall Clarity re: rules and regs

What to do differently:

Input to architects design process

Follow-up re: hall plans

JPC needs clarity re: priority and position re: closing hall

Expand message re: status of closure of JH

Multiple meetings with a process for exploring closing hall

5. Continue to organize and right size the JPD Department and budget to reflect changes in caseloads. Increased emphasis on community based services, and changes in approach and responsibilities, including DJJ realignment duties. Bolster equitable leadership development opportunities for BIPOC staff throughout the Department, implement change that meaningfully improves the workplace experience of BIPOC staff; enact our organizational belief of redemption and helping people to succeed. Develop a collaborative approach to policymaking and service provision to work effectively with community agencies and appropriate city agencies, including health, law enforcement and schools.

Accomplished: FTE reductions over last 4 budgets
Key new roles- AB 12 supervision Social Worker
DEI manager
Learning and development manager
Probation Services Mapping project
Collaborative bodies
Care team oversight
Secure commitment provider advisory board

What we did well? Reports from Department
Approved budget
Understood department function v. commission

What to do differently:
Honor employee of month
Hire commission secretary
Increase community involvement with stipends for families and training on how to participate

6. Advance the goals of the City and DJJ realignment subcommittee in our ongoing implementation of DJJ realignment to effectively support the most impacted youth and young adults, both in the community and in the secure youth treatment facility located in the JJC

V. Topics for 2024

Define our purpose for this upcoming year:

How to minimize Young People's connection to JPD

Topics:

Juvenile Hall closure and Log Cabin Ranch status

Updates, progress to date, develop message for advocacy with community and city hall.
Shared leadership and accountability for policy decisions

Cross Agency Collaborations with other Commissions

Progress updates DA Diversion
 SFPD Diversion
 CARC

Honest Conversations with CBOs re: challenges and tensions

Outcomes of referrals

Budgets/ implementation of policies and barriers

DJJ Realignment Group

Updates/progress

Commission representation/ report outs

Right sizing department- Probations services and funding reallocations

AB 12-Housing

Front End - CARC

Care Teams

Out of Home Placement

Crime trends in SF and CA

Juvenile trends in SF and CA

Discussion with DCYF for Evaluation Plan for funding decisions

Out of Home Placement

VI. Proposed Changes and Process Design

Establish governance committee to work on improvements and agenda management

Communicate that Commission is changing/improving processes to foster curiosity with questions and dialogue

One main topic on Agenda
Data Integrated with Agenda Item

Establish a flow of agenda items between committees and main commission meeting

Clarity on time for each agenda item

Time keeper for agenda

Public comment timer

Draft resolutions for vote after hearing agenda item, committee review and public comment

VII. Next Steps

Draft resolution re police diversion in alignment with by laws

Governance committee works to restructure agenda and meeting flow

Expand number of meetings in community

Governance committee explore community outreach and engagement

Realignment dates to commissioners for attendance

Program and Governance committees triage the 2024 topics created at this retreat

VIII. Evaluation

Positives

Enjoyed process

Concrete directions re: process
And content

Clarity on role

President increased delegation

Recap of survey

Great conversation with others
Closer to others
Review of goals and responsibilities

Public comment

Preparation

Increased understanding of purpose

Survey

Structure of day

Improv-ables

Space for charting

Date conflict with DCYF RFP

Coffee

Parking

Diet Coke

Reading outloud

More time on survey

Need to choose focus

Acoustics

Anonymity of survey