

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



**LONDON N. BREED, MAYOR  
FULL COMMISSION REGULAR MEETING**

**City Hall, #1 Dr. Carlton B. Goodlett  
Place, Hearing Room 408  
WEDNESDAY, January 10, 2023  
5:30 PM**

**This meeting will be held in person as listed above.** Members of the public may attend the meeting **IN PERSON** to observe and provide public comment at the physical meeting location listed above.

Meeting materials and documents can be found on the Commission Website:  
<https://sf.gov/departments/juvenile-probation-commission>

Any materials not posted 72-hrs prior to the meeting can be requested by calling 415-753-7556 or emailing [JUV-ProbationCommission@sfgov.org](mailto:JUV-ProbationCommission@sfgov.org)

**Full Commission**

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

**AGENDA**

- 1. Roll call.**
- 2. Public Comment on items not on the agenda.**
- 3. Juvenile Probation Department Deep Dive Regarding Out of County Youth – (DISCUSSION & POSSIBLE ACTION)**
- 4. Chief's Report – (DISCUSSION)**
  - a. Monthly Data Report Highlights
  - b. Workforce Update
  - c. Transformation Update
- 5. Finance & Governance Committee Report– (DISCUSSION)**
- 6. Program Committee Report – (DISCUSSION)**
- 7. President's Report – (DISCUSSION)**

8. **Consent Calendar** – Submitted for a single vote without discussion unless a Commissioner so requests, in which event the matter to be discussed shall be removed from the consent calendar and considered as a separate item (ACTION ITEM):
  - a. Submission of request to amend the current Lacuna Ergonomic agreement to extend the original 12-month term by 10-months, for a revised total term of 32-months.
  - b. Submission of request to enter into a new agreement with Law Enforcement Psychological Services with a proposed 12-month term and a not-to-exceed amount of \$9,999.
  - c. Submission of request to enter into a new agreement with Bilingva with a proposed 12-month term and a not-to-exceed amount of \$9,999.
9. **Future agenda items** – (DISCUSSION & POSSIBLE ACTION ITEM)
10. **Review and Approval of the Commission Meeting Minutes for December 13, 2023** – (ACTION ITEM)
11. **Adjournment** – (ACTION ITEM)

**PUBLIC COMMENT INFORMATION**

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. The Commission will hear public comment on all agenda items before, or during discussion of, the item. The Commission will also hear public comments on items not listed (see Agenda, Item 2).

The period of time allowed for public comment may be modified by the Chair in the interest of fairness to all those wishing to address the Commission. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with, or support of, statements made during public comment.

Public comment may be made:

- 1) In person at the meeting.
- 2) By email to [JUV-ProbationCommission@sfgov.org](mailto:JUV-ProbationCommission@sfgov.org) if received no later than 12:00pm the Thursday before the meeting.
- 3) By leaving voicemail at 415-753-7556. Comments submitted no later than 12:00pm the Thursday before the meeting will be read into the record during the meeting and will be treated as a substitute to providing public comment during the meeting.

NOTE: Persons who submit by written public comment or by voice mail in advance on an agenda item will not be permitted to also provide public comment on the same agenda item(s) in-person during the meeting.

**DISABILITY ACCESS & ACCOMMODATION**

**City Hall Room 408** is wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link.

Sign Language Interpretation is also available upon request. If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of 4-business hours prior to the start of the meeting.

For all other modification or accommodation requests, please contact the Commission Secretary by phone at (415) 753-7556 or by email [JUV-ProbationCommission@sfgov.org](mailto:JUV-ProbationCommission@sfgov.org) at least two (2) business days before the meeting.

**Allowing a minimum of 48-business hours for all other accommodation requests helps ensure availability.**

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as

follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's website at <https://sf.gov/>.

**LOBBYIST ORDINANCE**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: <https://sfethics.org/>.

**MEETING AND AGENDAS POLICIES** Citizens are encouraged to testify in person at JPC Meetings and/or write letters to the JPC and to its members: c/o Juvenile Probation Commission, 375 Woodside Avenue, San Francisco, CA 94127.

JPC procedures do not permit:

- Persons in the audience to vocally express support or opposition to statements by Commissioners or by other persons testifying;
- Ringing and use of cell phones, pagers and similar sound-producing electronic devices, (Violators may be removed from the meeting room); and
- Signs to be brought into the meeting or displayed in the meeting room.

**CHEMICAL SENSITIVITY** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical base products. Please help the City accommodate these individuals.