

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



**LONDON N. BREED, MAYOR
FINANCE & GOVERNANCE COMMITTEE
MEETING**

**Meeting held in person at:
375 Woodside Avenue, Room 247
MONDAY, November 20, 2023
4:00 PM-5:00 PM**

Finance & Governance Committee meeting materials and documents can be found on the Commission Website: <https://sf.gov/departments/finance-governance-committee-juvenile-probation-commission>

Commissioners

Allison Magee, Chair
Margaret Brodtkin, President
Linda Martley-Jordan

Minutes

1. Roll call.

- a. Meeting called to order at 4:01 PM
- b. Members Absent: None

2. Public Comment on items not on the agenda.

- a. No public comment.

3. Finance & Governance Committee Purpose and Role. (Discussion and Possible Action)

- a. Committee Discussion:
 - Purpose of Committee: Fiscal aspects/ budget and how Commission is functioning: governance. Governance in context of the Commission, not the Department.
 - Charter: Each Committee should create a brief, one page charter, bring back to the Committee to vote, then bring to the full Commission for vote.
- b. Public Comment
 - George Wooding. Speaks in support of Committee purpose and Committee charters.

4. Juvenile Probation Department Budget. (Discussion)

- **Mid-year cuts**
- **FY 2024/2025 Budget Instructions**

a. Committee Discussion:

- Chief will receive FY24/25 budget instructions at Department Head meeting on 12/13. JPD will share at 12/13 Commission. High level only.
- Mid-year budget cuts: Cuts requested - \$800K. JPD proposing \$500K, some of which are being met by moving contracts to state apportionments, including balances from prior years. Contracts impacted: Nutritionist; Electronic Monitoring; Ombudsperson; Dr. Ralph.
- Discussion regarding use of state apportionments, Commission's role in approving budget. There was not time to present the mid-year proposal to the Commission prior to the deadline. The Commission will approve the Department's overall FY 23/24 budget proposal.
- Committee would like information regarding state apportionment balances and eligible uses.
- Need to schedule upcoming Finance & Governance Committee meetings, including budget meeting, which must occur prior to Full Commission. Budget will be presented to full commission at 2/14/24 meeting.

b. Public Comment: None

5. Juvenile Hall Replacement Concept Design Update. (Discussion)

a. Commission Discussion:

- Debrief on 11/13/23 Juvenile Hall Replacement Concept Design Community Input Meeting.
- Many attendees expressed disappointment that the sleeping arrangements proposed for youth in detention remain largely the same.
- DPW contract for the Juvenile Hall Replacement Concept Design involves 1. Architects; 2. Chinn Planning; 3. Cost estimates. Project will not result in blue prints, but rather high level concept and cost estimate for full replacement; partial replacement. Note only some Departments can hold contracts for this kind of work, which is why contract is with DPW.
- Input solicited from CBOs that operate within the facility, staff, and youth in secure commitment units, in addition to community input meeting.

- Final report will be completed in February. Full Commission meeting in March suggested as potential venue to review, perhaps held in the community.
- Discussion regarding what comes next after the architect's report is completed. Chief clarifies that decision is not up to the Department; Department gathered information to inform city decisionmaking, plans may bolster ability to draw down state dollars related to closure of DJJ in the future; any City funding for Juvenile Hall replacement would be made through Capital Planning process.

b. Public Comment: George Wooding notes that City is still paying for current Juvenile Hall, expresses concerns regarding financing, city/state budget shortfalls, and requests more transparency around the project.

6. Juvenile Probation Commission Meeting Agendas for 2024. (Discussion and Action)

a. Commission Discussion:

- Develop Commission meeting themes, cadence, calendar specific discussions.
- Proposed schedule:
 - December: Department Performance Measures & Racial Equity Action Plan
 - January: Out of County Youth
 - February: Budget (Finance & Governance Committee to review in late January)
 - March: Juvenile Hall Concept Design & Log Cabin Ranch
 - April: Relationship with Community Providers (Program Committee to discuss prior to April Commission meeting)
 - May: Follow up discussion re: AIR Elevating Youth Voices report / Department
 - Other possible discussion topics for Committees/Full Commission:
 - CARC
 - Right-sizing department

b. Public Comment: George Wooding suggests reaching out to Connie Chan's office, Ivy Lee, and others to get guidance.

7. Adjournment (Action Item)

- a. President Brodtkin makes motion to adjourn.
- b. Commissioner Martley-Jordan seconds.