



COUNTY OF SAN MATEO

Juvenile Justice and Delinquency Prevention Commission

222 Paul Scannell Drive • San Mateo, CA 94402

**Minutes of the Juvenile Justice & Delinquency Prevention Commission**

**November 29, 2022 | 5:15-7:20 pm**

**Remote Meeting**

**MINUTES**

**Commissioners Present:** Monroe Labouisse, Chair; Karin Huber-Levy, Vice Chair Administration & Membership; Paul Bocanegra; Rebecca Flores; Wesley Liu; Ameya Nori; Sathvik Nori; Johanna Rasmussen; Susan Swope; Melissa Wilson.

**Commissioners Absent:** Allen Bustos; Appollonia “Dee” Uhila;

**Additional Attendees:**

Judge Chinhay Cadet – Juvenile Court

Melanie Stauffer – SMC Probation

Jennifer Martinez – Juvenile & Family

Specialist, Redwood City PD

Miguel Garcia, OYCR

Ashley Dwarshuis – The Art of Yoga Project

Kate Hiester – FLY

Michelle Iracheta – Redwood City Pulse

Alex Parikh-Briggs – SMC Youth

Commission Liaison

Nadia Hahn – District Attorney’s Office

Aurora Pena – Behavioral Health & Recovery  
Services

Susan Alvaro – Trustee, SMC Board of Education

Ligia Andrade Zúñiga– SMUHSD Board of Trustees,

Liaison- SMC Commission on Disabilities

Chelsea Bonini – Liaison- SMC Commission on

Disabilities; Trustee, SMC Board of Education

Rebecca Kieler – Community Member

Zahara Agarwal – Community Member

**I. Administrative Business**

- a. **Call to Order:** Chair Labouisse called the meeting to order at 5:15 p.m.
- b. **Roll Call and Establish Quorum:** A quorum was established at 5:16 p.m.
- c. **Action to Adopt Resolution:** Meeting Location Change - Brown Act Compliance (AB361). It was noted by the Chair that the Commission must return to in person meetings by March 2023, in accordance with state law. The Commission intends to meet in person in January 2023.

**MOTION: Swope /SECOND: Huber-Levy**

**AYES (VOICE VOTE): All present**

**NOES: none ABSTAIN: none**

**MOTION PASSED.**

- d. **Action to Set Agenda for November 29, 2022,** with amendment to permit the YSC Inspection Report to be withdrawn from this meeting and presented at a later meeting if there are time constraints at this meeting, and also to move the YSC Inspection presentation to the end of section V. on the agenda:

**MOTION: Rasmussen/SECOND: Swope**

**AYES (ROLL CALL VOTE): All present**

**NOES: none ABSTAIN: none**

**MOTION PASSED.**

- e. **Action for Approval of October 2022 Minutes:** Chair Labouisse invited a motion to adopt the October 2022 minutes as circulated prior to this meeting.

**MOTION: Swope /SECOND: Huber-Levy**

**AYES (VOICE VOTE): All present**



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**NOES: none ABSTAIN: none**  
**MOTION PASSED.**

**II. Oral Communications (Public Comment):** Miguel Garcia, representing the Office of Youth and Community Restoration (OYCR) thanked the Commission for the invitation to join this meeting and noted his appreciation for the dialogue provided at these meetings. Chair Labouisse welcomed Nadia Hahn, representing the District Attorney’s Office going forward at JJDPc meetings.

**III. Commission Administrative Business:**

**a. Election of Commission Officers for 2023 (Wilson):** Commissioner Wilson presented the list of officers who accepted nominations for each office:

- i. Chair -** Monroe Labouisse
- ii. Vice-Chair Membership –** Karin Huber-Levy
- iii. Vice-Chair Administration –** Ameya Nori & Wesley Lui (Co-Chairs)

Commissioner Wilson introduced a motion to elect the nominated Commissioners as officers per the nominating committee’s recommendations noted above:

**MOTION: Wilson**  
**AYES (VOICE VOTE): All present**  
**NOES: none ABSTAIN: none**  
**MOTION PASSED.**

**b. Membership Updates (Labouisse):** Chair Labouisse congratulated Commissioner Sathvik Nori on his election to the Sequoia Union High School Board of Trustees. Commissioner Nori confirmed that he will also be continuing with his Commission work. Commissioner Flores has requested a one year leave of absence, commencing January 1, 2023, as she is expecting her first child. All Commissioners congratulated Commissioner Flores and wished her well.

Chair Labouisse introduced a motion to approve a leave of absence for Commissioner Flores, on the condition that there continues to be an open position on the Commission during such time:

**MOTION: Swope /SECOND: Wilson**  
**AYES (VOICE VOTE): All present**  
**NOES: none ABSTAIN: none**  
**MOTION PASSED.**

**IV. Follow-ups to Previous Meeting Business:**

**a. SamTrans Letter (Swope):** As discussed in the October meeting, SamTrans suspension of bus service to Juvenile Court and Youth Services Center is an equity issue that must be addressed. Commissioner Swope prepared a letter (circulated in the agenda packet), with support from Commissioners Rasmussen and Wilson, to be sent to the Board of Directors of SamTrans and the SMC Board of Supervisors (with a copy to the SMC Board of Education), to be signed by Chair Labouisse on behalf of the Commission, requesting that public transit service to Juvenile Court and the Youth Services Center, be restored as soon as possible:

**MOTION: Labouisse /SECOND: Swope**  
**AYES (VOICE VOTE): All present**  
**NOES: none ABSTAIN: none**  
**MOTION PASSED.**



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- b. Juvenile Justice Fee Relief (Labouisse):** Further to the discussion at the Commission offsite in August, Chair Labouisse met with SMC Revenue Services and their legal counsel to confirm that there is no ongoing negative impact on SMC families arising out of any debts incurred through fees charged in the juvenile justice system prior to the relief enacted by law to prohibit such fees from being charged. It was conclusively confirmed that there are no further such debts tracked in the SMC system and also no lingering secondary impacts (ie. on personal credit reports).

**Oral Communications (Public Comment):** Susan Alvaro, County Board of Education trustee, made comment regarding the SamTrans bus service to YSC letter: to please copy the County Board of Education on the letter being sent to SamTrans by the JJDPC as the Board will seek to present this matter for discussion at their upcoming meeting (12/14/2022). She believes that a majority of the Board would support sending a further letter to SamTrans requesting the reinstatement of bus service to the YSC route; Gateway students and other youth and their families who need to attend court appearances most definitely require this service.

- c. Juvenile Justice Coordinating Council Update (Labouisse):** noted that state funding grants provided primarily to Probation to support juvenile delinquency programs and services in SMC (approximately \$2.5M) are available for community based organizations to apply for by RFP process, which process is set out on the Probation website.

**V. Inspection Reports and Presentations:**

- a. Canyon Oaks Youth Center (Huber-Levy, Wilson):** The report on the annual inspection of the COYC was presented to the meeting; a copy of the inspection report was attached to the meeting's publicly available agenda, and the presentation slides summarizing JJDPC comments and recommendations, as well as a copy of the responses to recommendations from COYC staff, are attached to these minutes.

Chair Labouisse invited a motion to approve the COYC annual inspection report as written by the COYC inspection team and attached in the agenda packet:

**MOTION: Wilson**  
**AYES (VOICE VOTE): All present**  
**NOES: none ABSTAIN: none**  
**MOTION PASSED.**

- b. Camp Kemp (Labouisse, Flores):** The report on the annual inspection of Camp Kemp was presented to the meeting; a copy of the inspection report was attached to the meeting's publicly available agenda. Commissioner Rasmussen asked for the report to be amended to include a recommendation to change the name of the 'Girls Empowerment Program' to 'Youth Empowerment Program', to reflect County standards on gender language.

Chair Labouisse invited a motion to approve the Camp Kemp annual inspection report, amended as referred to above, but otherwise as written by the Camp Kemp inspection team and attached in the agenda packet:

**MOTION: Rasmussen/SECONDED: Wilson**  
**AYES (VOICE VOTE): All present**  
**NOES: none ABSTAIN: none**  
**MOTION PASSED.**



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**Oral Communications (Public Comment):** Michelle Iracheta (Redwood City Pulse) inquired as to whether the JJDC has requested and received any budget information as part of the inspection process to assess the cost of the programs and services provided. Chair Labouisse noted that this information was not received this year as part of the inspection process.

**VI. Partner Updates:** Agenda item VI was not covered in the meeting due to time, and in lieu of verbal updates from partners, written updates from Ron Rayes (Private Defender), Melanie Stauffer (Probation) and John Fong (CFS) are attached to these minutes

Recognizing the time, Chair Labouisse invited a motion to extend the meeting by 5 minutes in order to set up a further meeting at which the remaining 2022 inspection reports may be presented for approval by the Commission.

**MOTION: Labouisse /SECOND: Swope**  
**AYES (VOICE VOTE): All present**  
**NOES: none**  
**ABSTAIN: none**  
**MOTION PASSED.**

It was agreed that Commissioners would communicate offline to coordinate setting a date and time for a further Commission meeting in the first two weeks of December 2022 in order to present and approve the YSC and Education inspection reports, with requisite public notice of the agenda for such meeting.

Meeting adjourned at 7:20 pm.

**Next Meeting: Tuesday, December 13, 2022**