SAN MATEO COUNTY COMMUNITY CORRECTIONS PARTNERSHIP

Hall of Justice
400 County Center, Redwood City
(650) 363-4123

David S. Boesch, County Manager
John C. Beiers, County Counsel

Members

Stuart Forrest, Chair*
Chief Probation Officer

Adrienne Tissier
Board of Supervisors

Steve Wagstaffe*
District Attorney

Grace Nelson
District Attorney's Office: Victims Representative

Jean Fraser
Health System Department

Beverly Johnson*
Human Services Agency

Stephen Kaplan
Behavioral Health and Recovery Services

John Joy
Human Services Agency: Employment Services

Beth Freeman*
Superior Court

John Digiacinto*
Private Defender

Susan Manheimer*
Chief, San Mateo Police Department

Mike Nevin
Service League

Greg Munks*
Sheriff

Anne Campbell
County Office of Education

*Executive Committee Members

EXECUTIVE COMMITTEE
September 28, 2011 – 3:00 p.m.
Board of Supervisors Chambers
400 County Center, 1st Floor, Redwood City

MINUTES

1. **Call to Order**
   Meeting was called to order at 3:05 p.m.

2. **Public Comment**
   Speakers recognized by the Chair:
   Sarah Matlin, ACLU North Peninsula Chapter
   Emily Lehr-Annie, ACLU North Peninsula Chapter
   Marshall Dinawitts, ACLU North Peninsula Chapter
   Dave Hutchinson
   Martin Fox
   Aram James
   Pastor Floyd Harris
   T. McClue
   Ron Wormley
   Tamisha Shanall

3. **Introductions**

4. **Old Business**
   No 8/31/2011 minutes to approve (informational meeting only)

5. **New Business**
   A. **September 21 CPOC Realignment Session Update**
   - Beverly Johnson, Director, Human Services
     - Governor Brown offered reassurances on funding.
     - Highlights were successful examples of the reentry process in other states. The session covered the realities of the realignment process—e.g. that not all participants will be successful.
   - Greg Munks, Sheriff
     - Concurred with comments expressed by Beverly Johnson.
     - Added that there are different approaches nationwide, and that CCP group will have to find what fits San Mateo County.
     - Additionally recommended that whatever approach/plan chosen, that CCP stand together in that decision.

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B. Update on Post Release Population Baseline Cases

- Ken Pesso

  <u>October 1 release population:</u>
  - 57 packets received.
  - As of 9/26, of 57 packets, 47 are San Mateo County residents.
  - Of 47 SMCO residents:
    - 29 people planned be released during October
    - Approximately 62% were in last in state prison for 1 year or less.
    - Approximately 91% need alcohol/drug treatment services.
    - Approximately 11 people may need housing.
    - Approximately 95% returnees have past Probation files.
    - Approximately 2/3 of the returning population lack employment skills.
  - Probation risk assessment tool, CAIS, will provide specific options to help understand what services/supervision plans individuals and general Post Release population might benefit from.
- Beverly Johnson, Director, Human Services
  - Commented that 75-80% of the approximately 20 referrals received by HSA have received some form of public assistance—there will likely be a need to reconnect to those benefits.

C. Interim Plan Documents: Interim Staff Funding Request

- Draft Board Memo and Staffing Budget distributed to CCP Executive Committee members
- Hong Liu, Fiscal Services Manager, Probation
  - Board Memo/Budget/Appropriation Transfer Request to Board for 10/18 Board meeting specifically to help departments ramp up initial staffing while being mindful to avoid recruitments that may lead to potential layoffs.
  - Contextualized that she and Ken Pesso met with each department to identify minimum staffing needs to start programming.
  - Stated that there seemed to be general consensus that existing budgets can absorb operating and client need costs for time being and that those will be reimbursed from the funds later. Specifically, agreement is to come back in December to revisit the actual needs and expenditures of initial returnees.
  - Clarified that the primary focus of board packet is to get Board's approval to add the positions.
- Jim Saco, Budget Director
  - Restated directive to be conservative/focus on critical positions to minimize potential layoffs (should workload not materialize).
  - Clarified process—board packet will include two things:
    1. ATR based on recommendations to appropriate the revenues and expenditures in each of the budget units.
    2. A salary ordinance amendment.
  - Commented that HR will be flexible and work with departments to facilitate recruitments of critical staff.
- Beth Freeman, Presiding Judge, Superior Court
  - Commented that the funding appeared to be based more on intake funding as opposed to service funding.

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    - Questioned whether partial budget presented—without Sheriff's Office costs—is sustainable.
    - Questioned whether model is fee-for-service or grant model.
    - Questioned Crime Analyst position and its purpose
- Bob Lotti, Chief, Colma Police Department
    - Responded to Judge Freeman that analyst position is only law enforcement budget request to understand population and track where crime occurs as well as crime prevention and helping to identify suspects at later time. Will help enable data sharing and keep city managers informed.
- Steve Wagstaffe, District Attorney
    - Clarified that analyst not aimed exclusively for gang population.
    - Questioned how community providers efforts' being coordinated—through Human Services
- Greg Munks, Sheriff
    - Responded to Steve Wagstaffe that GIU has good liaison model to build from and help local agencies have comfort that good communication exists.
    - Possibly a county or a city employee—whatever makes sense.
    - Responded to Judge Freeman that the department's current funding and bed space are sufficient for this year and anticipates that for the first eight months of realignment, Sheriff's Department can absorb any increases out of either the existing bed space or departmental reserves.
    - Noted that budget is not sustainable. Big issue is state funding is disconnected from costs.
- Beverly Johnson, Director, Human Services Agency
    - Stated that the interim budget does not speak to the community based strategies our community partners might be able to offer. More specifically, day reporting programs, and the need have places where individuals can be engaged in positive, restorative justice type activities. Human Services to coordinate some but not all; not sure of overall coordination model yet.
    - Commented that one biggest issues is that CCP has still not talked about its vision for how to address population and what services will offer, e.g. employment services. What is presented is a modest, "get-started" approach, but still hard to know what will do until have the larger philosophical conversation.
- Mary McMillan, Deputy County Manager
    - Indicated plans for county to host a half day long term planning session, including non profit partners, possibly on October 11.
    - Special meeting of this group with providers that will follow Brown Act guidelines
- Jim Saco, Budget Director
    - Clarified that this first ATR is just for staffing costs and acknowledged may need to reevaluate whether departments can absorb client/operational services until March or need a separate ATR/Board request.

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- Stuart Forrest, Chief Probation Officer
    - Noted inadequate timing circumstances that have made it difficult to include community partners and create larger plan beforehand.
    - Emphasized that the CCP is charged with, not only providing the Board of Supervisors a funding picture, but also creating an overall plan for managing the AB109 population and that legislation specifically mandates evidence based practices and incentives and a variety of other treatment methodologies that have an impact on future funding. Treatment providers have always been at the table to help develop plan and need to be part of San Mateo's re-alignment model.
    - Indicated that consultant who helping to guide plan creation will help to facilitate community involvement and guide philosophical discussion with CCP.
- Anessa Farber, Management Analyst, Probation
    - Clarified that consultant will be selected and presented at October 12, 2011 CCP meeting.
- Agreement that consultant will help larger CCP have discussion about philosophical approach.
- Greg Munks, Sheriff
    - Agreed with Beverly that CCP needs to have larger discussion and that consultant help guide.
    - Recommended that consider all aspects and not rush plan.
    - Commented that legislation is clear that CCP is not empowered with regards funding; just a recommendation to the Board. Are empowered to create the plan.
    - Stated that believes ready as of October 1, 2011.
    - Shared Jim's position that should be cautious about which positions choose to approve.
    - Reiterated that county needs to decide that will have to do with or without state money and certain things that will do, enhance given funding. Noted that State is clearly under-funding initiative.
- Steve Wagstaffe, District Attorney
    - Question whether approval of this document of funding request is inconsistent with Jim Saco's warning from earlier.
- Jim Saco, Budget Director
    - Clarified that request isn't inconsistent and should be fine as it is today but that departments will definitely need to track costs.
- Motion (Sheriff Munks) that we approve year one costs and interim funding request.
    - Seconded ¯Chief Bob Lotti.
    - All ayes

D. Interim Plan Documents: Agency Flow Charts

- Melissa Wagner, Management Analyst, Probation
    - Contextualized that, in September, selected departments submitted their internally developed process flow charts—not all CCP agencies participated in this initial process. From those documents, a work group was formed to evaluate and consolidate flowcharts to identify ways that agencies would work together.

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    - Noted that document is in flux and will change as processes are tested and developed further.
- Stuart Forrest, Chief Probation Officer
    - Indicated that Chris Flatmoe will help CCP develop the IT strategy for tracking the realignment population with participating departments. This will not only aid the partnership in forecasting trends, but also track use of services and their outcomes.
    - Commented on administrative difficulties for Probation because of nature of CDCR packets, inadequate automation systems, as-of-yet un-assigned staff and dynamic information, are hard to maintain or report out on information regularly.
- Mary McMillan, Deputy County Manager
    - Reiterated Judge Freeman's question about Crime Analyst
    - Stated that there is a planned initial workgroup data meeting with charge to discuss reporting issues on October 7.
- Beth Freeman, Presiding Judge, Superior Court
    - Clarified that Mandatory Supervision population is not included in group to be reported out/tracked by CCP.
- Beverly Johnson, Director, Human Services Agency
    - Requested that the flow chart be referred to as version one and that the box for "death" be removed.
- Stuart Forrest, Chief Probation Officer
    - Accepted the flow chart as corrected as version one.
- Beth Freeman, Presiding Judge, Superior Court
    - Requested that the flow chart be modified to read "Probation/Court System" in the warrant and revocation processes.
- Motion (Bob Lotti) to accept version one with corrections as flow.
    - Seconded – Beverly Johnson.
    - All ayes.

E. Interim Plan Documents: Board Memo/Evaluation and IT plan.

- Beverly Johnson, Director, Human Services Agency
    - Commented that the "Head of the County Department of Employment" be added to the CCP member list on page two.
    - Question regarding purpose of realignment number 2 in third paragraph about who decides alternative to incarceration.
- John DiGiacinto, Public Defender
    - Clarified that CCP makes recommendation to Board.
- Greg Munks, Sheriff
    - Clarified that may relate Board legislation to authorize Sheriff about jail. Also, reiterated that CCP has to make philosophical statement. Finally, commented that different groups, e.g. Court, Probation have authority with regards population that can't be challenged by this statement.
- Beth Freeman, Presiding Judge, Superior Court
    - Suggested that Board is not being asked to approve an interim plan but an interim process and the funding request and that the recommendation be modified to more accurately reflect the purpose of the memo and be an "Interim Funding Request."

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- Greg Munks, Sheriff
    - Recommended subject line read: "Community Correction Partnership Interim Funding Request and Planning Update."
- David Boesch, County Manager
    - Recommended that the executive committee provide feedback regarding any technical edits to Anessa Farber and submit as part of normal Board process.
- Motion (Beverly Johnson) that the document be accepted with the qualification that the document will include corrections provided Anessa.
    - Seconded—Steve Wagstaffe.
    - All ayes.

F. Confirmation of upcoming meeting schedule/location.

- Chief Forrest confirmed next full CCP meeting is October 12 in the DA's Conference Room.

G. Adjournment

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