

**SOLANO COUNTY
Juvenile Justice Delinquency Prevention Commission
AGENDA**

January 7, 2015

County Administration Center - 645 Texas Street
Conference Room 6003
Fairfield, CA 94533

3:00 p.m. Meeting

MEMBERS

*Michelle Coleman,
Chair

*Andre Davis Sr,
Vice-Chair

*Rosalind Reid,
Treasurer

*Cynthia Phillips,
Secretary

Louise McNeill,
Commissioner

Deborah James,
Commissioner

Frances Nelson,
Commissioner

Susannah Bianchi,
Commissioner

Valerie Wise
Commissioner

*Denotes members of the
Executive Committee

PURPOSE STATEMENT – Juvenile Justice Delinquency Prevention Commission

The mission of the Juvenile Justice Delinquency Prevention Commission (JJJPC) is to inquire into the administration of juvenile justice in Solano County. The overall objective is to reduce the recidivism rate of juvenile offenders in the local criminal justice system.

The Solano County JJJPC was established by the Solano County Board of Supervisors under authority of California Welfare and Institutions Code Section 233. Its predecessor organizations were the Juvenile Justice Commission, mandated by Section 225 of the W&I Code and the Delinquency Prevention Commission authorized by Section 233 of the W&I Code.

The duties and functions of the Commission are stated in Sections: 228, 229, 229.5, 230, 233, and 234 of the Welfare and Institutions Code

The JJJPC is granted access to all publicly administered institutions in Solano County authorized by the Juvenile Court Law. This includes annual inspections of probation-administered institutions, jails, and other lockups detaining juveniles.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (Govt. Code, § 54954.2). Persons requesting a disability-related modification or accommodation should contact Tami Robinson, 475 Union Street, Fairfield CA 94533 (707-784-7564) during regular business hours, at least 24 hours prior to the time of the meeting.

If you wish to address any item listed on the agenda, please submit a speaker card to the Chair of the JJJPC before the committee considers the specific item. Cards are available at the entrance of the meeting room. Please limit your comments to 3 minutes.

ITEM

AGENCY/STAFF

JJJPC Chair/Michelle Coleman

I. CALL TO ORDER/Roll Call (3:00 p.m.)

II. APPROVAL OF AGENDA

III. OPPORTUNITY FOR PUBLIC COMMENT

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter of the jurisdiction of the agency and which is not on the agency's agenda for that meeting. Comments are limited to no more than 3 minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and the matter may be referred to staff for placement on a future agenda.

IV. CONSENT CALENDAR

1. Approval of Minutes (Action Item) JJDPC Chair/Michelle Coleman

Since no formal minutes were taken at the Dec 2014 Meeting there is no action on this item

Attachment:

Minutes not attached for this meeting

V. DISCUSSION CALENDAR

2. Data Report (No Action) Court/Judge Ellis
Probation /Chief Hansen
JDF/Supt. Thompson

The committee will receive information regarding juveniles/programs in JDF, Court and Probation

3. Report out of Meeting with BOS, Judge, Prob. (No Action) JJDPC Chair/Michelle Coleman

The committee will receive information from the meeting held Dec. 8, 2014 regarding issues brought by the JJDPC in respect to Community Access, Staff Support and Funding.

Attachment: Meeting minutes

4. Annual Review of the Solano County JDF and other Lock-up Facilities (No Action) JJDPC Chair/Michelle Coleman

The committee will be asked to review dates for the annual inspections and decide the scope of the inspection for JDF

VI. ANNOUNCEMENTS

1. Upcoming Events and Commissioner activities

VII. JJDPC CLOSING COMMENTS

1. Discussion regarding projects JJDPC would like to sponsor for 2015.

VIII. SPECIAL PRESENTATION

1. Report on Training for JJDPC Commissioners JJDPC/Cynthia Phillips

VIV. FUTURE AGENDA ITEMS

1. Commissioners may request future agenda items to be discussed, or Items that may need action on future agendas

ADJOURNMENT: The next meeting is scheduled for **Wednesday, February 4, 2015** from 3:00 p.m. – 4:30 p.m. at the County Admin Center, 640 Texas Street, Conference Room 6003.

Meeting Minutes from Ian Goldberg:

On Dec 8, 2014, at 5:30 PM, Goldberg, Ian M. <IMGoldberg@SolanoCounty.com> wrote:

Good Afternoon,

I want to thank everyone for meeting on the Juvenile Justice Delinquency Prevention Commission today. As we discussed the following meeting notes will serve to document the items discussed and the plan of action going forward. Please review these notes and provide me with any comments or questions.

1. Community Access – Ensuring brown act compliance and public notice regarding JJDPC meetings

a. Meeting Agenda's –

1)The Chair of the JJDPC will develop and provide a final meeting agenda for the JJDPC meetings to the Point person assigned in the Probation Department (Point Person TBD by Chief Hansen and Provided to JJDPC Chair). The Deadline for submission of the Agenda for proper notice under the Brown Act will be coordinated between Probation Point Person and the JJDPC Chair.

2)Probation Point Person will coordinate the posting of the Agenda in accordance with the Brown Act and will ensure a hard copy of the Agenda is posted at the location of the meeting and on the JJDPC website. A copy will also be provided to the County Public Information Officer to provide to the local paper in a manner similar to all other public meeting notices.

b. JJDPC Website –

1)The Chair of the JJDPC will provide the Probation Point Person with a word formatted document with basic information to be included on a newly created webpage dedicated to the JJDPC. This page will include the basic information about the JJDPC, information on contacting the JJDPC, and copies of upcoming meeting agendas of the JJDPC. The page will also include information on applying to be a commissioner and other important details regarding the JJDPC TBD.

2)The Probation Point Person will take action necessary (once baseline information is provided by JJDPC chair) to have a JJDPC webpage created on the Probation website with appropriate links and navigation to ensure adequate public access to the site and information. The Community Corrections Partnership webpage will serve as an example for the overall location and structure.

2. Staff Support – Provision of Staff support by Probation to the JJDPC in meeting agenda's and meeting minutes.

a. Meeting Agenda's

1)The Chair of the JJDPC will control the creation of all meeting agendas for the JJDPC and will draft and approve all agendas prior sending to the Probation Department for posting. Staff support will follow to ensure proper posting of the agenda. (See a. above)

b. Staff Support – Meeting Minutes

1) The Probation Department will provide a tape recorder to the JJDPC for use at meetings to record the meeting.

2)Meeting recordings will be provided to the Probation Point Person to transcribe action minutes. Actions minutes will be defined as any discussion and action regarding agenda items where the JJDPC takes official action as a commission.

3)Action minutes will be provided by Probation Point Person for each meeting where action is taken and a copy of the minutes will be provided to the JJDPC chair for inclusion in an upcoming JJDPC agenda where the minutes will be approved by the JJDPC members.

3. Funding – Provision of funding by Probation to the JJDPC for reimbursement of the commissioner's actual and necessary expenses incurred in performance of their duties in accordance with County ordinance.

a. Reimbursement of Expenses

1)The commissioners pursuant to County ordinance 2-233 shall be reimbursed for their actual and necessary expenses incurred in performance of their duties, which reimbursement shall not exceed budgetary limits set by the BOS. This was discussed and examples included mileage costs for site inspections, and other minor costs such as photo copies etc. These costs as discussed are expected to be minimal in total and will be monitored going forward by the Probation Department. Other costs such as training of new commissioners were discussed and will be considered on a case by case basis by the Chief of

Probation. The JJDPCC should work with the Chief of Probation to evaluate anticipated costs in accordance with the department's annual budget preparation process.

2)To facilitate reimbursement the JJDPCC, commissioners will complete a County mileage or vendor claim reimbursement form (See Attached). This form will be signed by the claimant and submitted to the Chair of the JJDPCC for verification. The JJDPCC Chair will sign the claim form certifying the accuracy of the claim and verifying that the mileage and cost are appropriate and necessary in the performance of their duties as a commissioner.

3)The Claim form signed by the Claimant, and Chair of the JJDPCC will be forwarded to the Probation Point Person for processing. The Probation department will then review and process the claim for payment in accordance with the department and County Auditor-Controller's policies and procedures.

4)Claims should be submitted timely to the Probation Department for processing. Commissioners submitting for mileage should typically track and submit mileage on a monthly basis.

5)Questions regarding completing the forms can be directed to the Probation Point Person.

Again, thank you for meeting today and please contact me with any questions!
Thanks,

Ian M. Goldberg

*Principal Management Analyst
County Administrator's Office
675 Texas Street, Suite 6500
Fairfield, CA 94533*

Direct [\(707\) 784-6116](tel:7077846116) / Fax [\(707\) 784-7975](tel:7077847975)

www.solanocounty.com | ✉ imgoldberg@solanocounty.com