

Juvenile Justice Commission County of Santa Clara

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Juvenile Justice Commission Annual Report 2002-03

The Juvenile Justice Commission approved the following Goals and Objectives for the 2002-03 year. The Goal is followed by the completed action and result for each stated goal. The Commission's Bylaws require an Annual Commission Report to summarize the year's activities.

1. **Review by April 2003, JJC By-Laws and Procedures & Guidelines to ensure that they reflect current practice.**

We did review the Bylaws and Policies and Procedures in the Executive Committee and copies were given to all Commission members. A draft of the bylaws was prepared in May 2003 and sent to Commission members for comments. The review by the entire Commission is set for summer 2003. The Guidelines Manual has not been revised.

2. **Conduct mandated inspections and submit written reports within two months for Commission approval. Inspections should be completed by January, 2003.**

The Commission conducted all of its prescribed inspections and developed reports for distribution to all relevant parties by the end of the Commission year. However, all of the reports were not completed by January 2003. The Commission also reviewed both the 1976 Youth Law Center's Inspection format and the 2002 Board of Corrections format to upgrade our own process.

The following reports were distributed:

Temporary Detention of Minors in Law Enforcement Facilities-- Six inspections were held in the cities of: Gilroy, Milpitas, Morgan Hill, San Jose, Santa Clara and the Sheriff's Office, November 13, 2002.

Muriel Wright Residential Center, January 21, 2003

Harold Holden Boys Ranch, February 5, 2003

Juvenile Hall, March 11, 2003

JT Residential Group Home, March 10, 2003

William James Boys Ranch, May 16, 2003

Children's Shelter, June 10, 2003

- 3. Ensure that a quality education is available to minors in facilities inspected by the JJC through the standing Education Committee.**

Commission members attended some COE Board meetings. The Commission also developed a letter with key concerns and sent the letter to individual COE Board members. The Commission also invited PACT participation at Commission meetings. A Judge chairs the Special Committee for the Education of Children of the Juvenile Court Education and provided monthly updates to the Commission. A member of the County Counsel staff also provided monthly updates on the status of special needs education for both wards and dependents. The Commission also focused on school issues for minors in detention through their inspection reports. The Commission has also developed and used a written questionnaire to allow minors to address concerns about their placements in an anonymous fashion and this included comments about their educational needs.

- 4. Clarify the JJC obligations as pertinent to the Brown Act.**

County Counsel concluded that the Juvenile Justice Commission is not subject to the Brown Act. However, the Commission does send out agendas and minutes and did not hold any closed meetings during the 2002 - 2003 year.

- 5. Maintain full membership and, through the Membership Chair, develop an Orientation Program and materials for members.**

The Commission attained full 15 member status including two youth members. The Policies and Procedures Manual outlines orientation needs of members but an orientation packet has not yet been created. However, each new member received a copy of the JJC Mission Statement, Bylaws, Guidelines & Procedures, and pertinent sections of the State's Welfare and Institutions Code.

- 6. Review and update administrative communication vehicles, including agendas, minutes, rosters, reports, and other items as the need arises throughout the year.**

The Executive Committee revised the mailing list for all communication vehicles. Staff members of the Board of Supervisors, the local press, Members of the Santa Clara County Grand Jury, members of the San Benito County JJC attended meetings during the year.

7. Schedule a minimum of five speakers at monthly Commission meetings.

Speakers included:

- Ken Borelli – Children’s Shelter, Assistant Chief, Department of Family and Children’s Services
 - Ron Wolsfeld, PACT
 - EMQ Matrix Program
 - Rada Ford, Juvenile Hall Medical Clinic
 - Kathy Duque, Juvenile Hall Training Requirements for staff
 - Mother of former CYA ward
- 8. Continue to focus on Juvenile Detention Reform by membership on relevant task forces and co-sponsor a Public Form with the Human Relations Commission.**

Members attended numerous Detention Reform meetings. The Commission holds a seat on the Detention Reform Steering Committee and various other subcommittees. The Juvenile Justice Commission joined with the Human Relations Commission to host three Public Hearings on Detention Reform. Members assisted in the preparation of summaries for use by Detention Reform Subcommittees. The Commission has also been active on the Ombudsman Subcommittee, Restorative Justice Committee, and a Special Committee developed by Supervisor Blanca Alvarado to study issues at Juvenile Hall. The Commission was also involved with the Graduated Sanctions Training and Implementation Committee. The Commission also approved participation and co-sponsorship in the Fall Beyond the Bench for Delinquency Court Conference.

9. Have one social event during the year.

A gathering held in August 2002 at the home of the Commission Chair was enjoyed by all who attended.

10. Recognize by way of a commendation certificate, the efforts and contributions of various leaders.

The Commission prepared and presented Certificates of Commendation for the following individuals highlighting their contributions to Juvenile Justice:

- Rada Ford, Juvenile Hall Nursing Manager
- Dr. Christopher Schmidt, volunteer dermatologist at Juvenile Hall
- Pat Shannon, Deputy Probation Chief upon her retirement
- Megan Williams, Juvenile Hall volunteer
- Juan Tovar, San Jose Police Dept Youth Services
- Officer Robert Lobach, San Jose Police Department, Youth Services

11. Update the JJC brochure and website.

Because of lack of funding, the brochure has not been updated. The Probation Department is assisting the Commission in the development of a flyer/poster which can be copied and updated regularly inexpensively. The Commission telephone site has been further amplified through regular monitoring.

12. Establish a committee to update the report writing process and outline.

The Committee prepared an excellent outline and Worksheet of Inspection requirements which was used as the basis for all of this year's inspection reports. An Outline was also prepared to ease the inspection process. The guidelines are being updated to clarify inspection requirements as distributed by the Board of Corrections and consultants hired to address Detention Reform. The Commission has also developed a written questionnaire used to allow minors to address concerns about their placements in an anonymous fashion and this included comments about all of their needs.

13. Schedule a JJC Retreat for Spring, 2003.

The Commission attempted to set up a retreat but scheduling problems intervened. Instead the Commission decided to expand their meeting times for the May and June meetings and covered BOC inspection guidelines in a more concentrated fashion. Topics included Use of Restraints, Peace Officer and Counselor Training, Incident Report Guidelines, and Medical Clinic Procedures.

Approved by the Juvenile Justice Commission on July 2, 2003