

**JUVENILE JUSTICE COMMISSION
SANTA CLARA COUNTY**

**ANNUAL REPORT
2008-2009**

JUVENILE JUSTICE COMMISSION ANNUAL REPORT 2008-2009

MISSION STATEMENT

The Juvenile Justice Commission (JJC) of Santa Clara County is a state-mandated, court-appointed authority. The broad purpose of the Commission is to inquire into the administration of the juvenile court law in the County. The Commission is dedicated to the promotion of an effective juvenile justice system operated in an environment of credibility, dignity, fairness, and respect for the youth of Santa Clara County.

The Commission's responsibility include:

- Inspecting juvenile facilities including shelters, detention facilities and group homes used for the placement of any minor in Santa Clara County
- Conducting public or closed hearing on matters relating to juvenile law in the County
- Advocating for needed services for youth in the justice system

COMMISSIONERS

Gerald Buten (resigned February 3, 2009)
Robert W. Campbell (resigned February 3, 2009)
Nicholas Corcoran (resigned September 1, 2008)
Patricia A. Khan, Chairperson
Arthur E. Knopf (resigned September 1, 2008)
Nora Manchester
Vilma K. Palette (resigned October 7, 2008)
Daniel C. Peak
Louis Gene Romantino (resigned April 7, 2009)
William J. Scilacci (resigned July 1, 2008)
Pamela N. Serrano
Michael A. Smith (resigned October 7, 2008)
Neil Wharton (resigned February 3, 2009)
James Patrick Ducey (appointed December 2, 2008)
(resigned April 13, 2009)
Penelope M. Blake (appointed March 3, 2009)
Raymond Blockie (appointed September 2, 2008)
Dana Bunnnett, ED (appointed September 2, 2008)
Arthur M. Honda (appointed March 3, 2009)

Phillip Gonzalez (appointed March 3, 2009)
Vinod Mehta (appointed September 2, 2008)
Robert Joseph Ramirez (appointed February 3, 2009)
Mary E. Ryan (appointed April 7, 2009)
Neil Sciliano (appointed May 5, 2009)

**JUVENILE JUSTICE COMMITTEE
2008-2009 COMMITTEE ROSTER
July 1, 2008**

Executive Committee

Patricia Khan, Chair
Mike Smith, Vice Chair
Pam Serrano, Secretary
Nora Manchester, Past Chair

Membership Committee

Mike Smith, Chair
Vilma Palette
Daniel Peak

Nominating Committee

Nora Manchester, Chair
Gene Romantino
Gerald Buten

Ad Hoc Committee

Patricia Khan, Chair
All Commissioners

Group Home Inspection

Gerald Buten, Chair
Pam Serrano, Vice Chair
Art Knopf
Nick Corcoran
Neil Wharton
XXXX

Children's Shelter Inspection

Mike Smith, Chair
Vilma Palette, Vice Chair
Daniel Peak
Nora Manchester
XXXX
XXXX

Juvenile Hall Inspection

Daniel Peak, Chair
Mike Smith, Vice Chair
Bob Campbell
Gene Romantino
Gerald Buten
Art Knopf
Pam Serrano
Vilma Palette
Nick Corcoran
Neil Wharton
XXXX
XXXX

James Ranch Inspection

Pam Serrano, Chair
Nora Manchester, Vice Chair
Bob Campbell
Daniel Peak
XXXX
XXXX
XXXX

Muriel Wright Center Inspection

Nora Manchester, Chair
Bob Campbell, Vice Chair
Gene Romantino
Mike Smith
XXXX
XXXX
XXXX

Police Facilities Inspection

Vilma Palette, Chair
Art Knopf, Vice Chair
Gene Romantino
XXXX
XXXX

**JUVENILE JUSTICE COMMISSION
2008-2009 COMMITTEE ROSTER
May 5, 2009**

Executive Committee

Patricia Khan, Chair
Pam Serrano, Vice Chair
Daniel Peak, Secretary

Membership Committee

Pam Serrano, Chair
Daniel Peak
Vinod Mehta

Nominating Committee

Nora Manchester, Chair
Raymond Blockie
Dana Bunnett

Ad Hoc Committee

Patricia Khan, Chair
All Commissioners

Group Home Inspection

Raymond Blockie, Chair
Pam Serrano, Vice Chair
Phillip Gonzalez
Arthur Honda
Mary Ryan

Children's Shelter Inspection

Penelope Blake, Chair
Nora Manchester, Vice Chair
Daniel Peak
Robert Ramirez
Mary Ryan
Neil Sciliano

Juvenile Hall Inspection

Daniel Peak, Chair
Bob Campbell
Gene Romantino
Gerald Buten
Raymond Blockie
Pam Serrano
Neil Wharton
Dana Bunnett
Vinod Mehta

James Ranch Inspection

Pam Serrano, Chair
Dana Bunnett
Raymond Blockie
Vinod Mehta

Muriel Wright Center Inspection

Nora Manchester, Chair
Daniel Peak
Dana Bunnett
Phillip Gonzalez
Robert Ramirez
Penny Blake

Law Enforcement Facilities

Vinod Mehta, Chair
Nora Manchester
Arthur Honda

GOALS AND OBJECTIVES 2008-2009

Activities toward achievement of goals in italics

The Juvenile Justice Commission approved the following Goals and Objectives at the July 1, 2008 meeting:

1. Conduct mandated inspections and within two months of the inspections, submit written reports.

Activities: Only four inspections were completed by the end of the fiscal year. The approved reports include:

- *Juvenile Hall- Visits were made during the months of September and October 2008. Members of the inspections team toured the facility the week of September 20, 2008. The report was approved at the JJC Executive Session on January 6, 2009.*
- *William F. James Boys' Ranch- Visits were made during the months of January 2009, February 2009, and March 2009. The report was approved at the JJC Executive Session on April 17, 2009.*
- *Muriel Wright Residential Center- Seven visits were made: two in April 2009 and five in May 2009. The report was approved at the JJC Executive Session on June 2, 2009.*
- *Law Enforcement Facilities- Law enforcement agencies in Campbell, Gilroy, Los Altos, Los Gatos, Morgan Hill, Mountain View, Palo Alto, Santa Clara, Santa Clara Sheriff Department, San Jose and Sunnyvale were visited during April and two visits were made in May. The report was approved at the JJC Executive Session on June 2, 2009.*

Two inspections, Children's Shelter and Group Home, were not completed by June 30, 2009. Both are in progress. One primary reason these inspections are not completed is due to the number of Commissioners resigning and being appointed. Another reason the Children's Shelter inspection is in progress is the pending closure of the Children's Shelter. The Commission, as it completes this inspection, will be looking at future use of the facility.

All Inspection Reports, including current and prior years, can be accessed at www.sccsuperiorcourt.org/juvenile/jjc.htm

2. Implemented a Master Schedule for Inspection Reports.

Activities: A Master Schedule was given to Commissioners at the July 1, 2008 meeting. This was also a goal for 2007-2008. The intent of the Master Schedule is to spread out the workload over the year. With the turn over of Commissioners during 2008-2009, the Master Schedule was revised twice, November 2, 2008 and March 15, 2009. The March 15, 2009 schedule was: September 2008- Juvenile Hall; January 2009- William F. James Boys Ranch; March 2009- Muriel Wright Residential Center; May 2009- Group Home; May 2009- Children's Shelter; and June 2009- Law Enforcement Facilities.

The Juvenile Hall inspection started on time, but all but three Commissioners on the inspection team resigned before the report was completed. New commissioners were assigned to complete the report and had to learn how to do an inspection. The report was not completed until January 6, 2009.

The William F. James Boys Ranch inspection started on time. The Muriel Wright Residential Center inspection started a month later and the Law Enforcement Facilities Inspection started two months early.

The Commission has worked very hard to achieve this goal, considering only four commissioners were members of the JJC prior to July 1, 2008. Three commissioners were appointed in September 2008.

One commissioner was appointed in February 2009. Three commissioners were appointed in March 2009. One commissioner was appointed in April 2009 and May 2009.

3. Monitor recommendations of the 2007-2008 JJC Inspection Reports.

Activities: Recommendations in the 2007-2008 inspection reports were directed to the following agencies: Probation Department; County Office of Education; Santa Clara Valley Health and Hospital System; the Santa Clara County Board of Supervisors; and the Department of Family and Children's Services. Recommendations were directed to the Snell House Adolescent Group Home staff.

Prior to the 2008-2009 inspections, commissioners received the 2007-2008 recommendations for each facility and the recommendations were addressed and what action had been taken.

4. Update Procedures Manual.

Activities: And Ad Hoc Committee was appointed to update the Procedures Manual. The committee is working on this. The Manual is about 25-30 years old.

5. Refine Orientation for new commissioners, to include an Orientation for youth members.

Activities: An Orientation for new commissioners was held on October 16, 2008. Six commissioners were appointed after October 16, 2008. Attempts were made to set up an Orientation for those commissioners, but no date could be arranged. No efforts were made to refine the Orientation for new members or to develop an Orientation for youth members.

If a second Orientation had been held, the October 16, 2008 Orientation would have been critique. An Orientation for youth members needs to be developed.

6. Schedule speakers occasionally for monthly commission meetings.

Activities: Shelia Mitchell, Chief Probation Officer, spoke at the November 4, 2008 meeting. Chief Mitchell provided information regarding the Santa Clara County probation Department including mission statement, organizational chart goals and objectives and the Enhanced Ranch Program.

Will Lightbourne, Director, Social Services Agency spoke at the December 2, 2008 meeting. He spoke about the Department of Family and Children's Services (DFCS) Enhancement Goals being worked on to improve child welfare practices.

Michael Clarke, Probation Manager, Special Services Section and Ned Putt, Probation Supervisor, Special Services Section, Placement Unit spoke at the April 7, 2009 meeting. They explained what the Placement Unit does.

7. Recognize by means of commendations, certificates, the significant efforts and contributions of community members.

Activities: At the July 1, 2008 meeting, the Commission recognized retiring Past Chair Bill Scilacci for his availability, tireless efforts, and great dedication to the community and youth.

At the September 2, 2008 meeting, the Commission recognized retiring Commissioner Art Knopf for his many years of dedication to the Commission. Commissioner Manchester gave an overview of Commissioner Knopf's career and many years on the Commission.

At the December 2, 2008 meeting, the Commission recognized Dr. Jerry Klein, Santa Clara Valley Health and Hospital Services, for his hard work and many years of service to the community and the JJC.

At the February 3, 2009 meeting, the Commission recognized recently appointed Judge L. Michael Clark for 20 years in the County Counsel's Office, along with his many years working with JJC.

At the April 7, 2009 meeting, the Commission recognized Kerry Froelich, a registered nurse at Juvenile Hall, and Foot Solutions owners, Margaret Bonsall and Britton Bonsall, for their efforts and generosity in arranging special

orthopedic shoes for a teenage girl at Juvenile Hall, who suffered with a back problem as a result of a shortened leg. Foot Solutions owners came to Juvenile Hall to fit the teenager for shoes and then brought the prepared shoes back to Juvenile Hall at no cost.

8. Monitor effectiveness of the Enhanced Ranch Program (ERP).

Activities: The Enhanced Ranch Program is discussed in the William F. James Boys Ranch and Muriel Wright Residential Center inspection reports. At the time of the inspection, Santa Clara County does not have data documenting how the program has impacted recidism rates. The Probation Department has negotiated a contract, which will assess the effectiveness and justification of the higher cost of the ERP. The Commission will ask for a report from the Probation Department when this assessment is completed. Sheila Mitchell, Chief Probation Office discussed the ERP at the November 4, 2008 meeting.

9. Maintain commission membership capacity.

Activities: This has been a real problem this year. Just when the commission membership was at capacity resignations would be submitted. The commission number capacity was achieved May 5, 2009, except for the two youth positions. The Commission has tried a number of approaches to try to fill the youth positions, including sending Supervisor Shirakawa job specifications for Youth Commissioner and the youth applications.

10. Monitor Incident Reports (IRs) filed in both detention and dependency facilities and collaborate with appropriate agencies to bring consistency to the definition of terms in such reports.

Activities: Members of the Juvenile Hall inspection team read all of the Incident Reports written during July 2008, paying particular attention to IRs reporting use of physical restraint. There were 21 incidents reported. In eight incidents there appeared to be no emergency and actions by the staff may have escalated the incident. These incidents were one on one. The Juvenile Justice Commission recommended to Santa Clara County Probation Department that a procedure be developed and enforced requiring a counselor in a non-emergency situation to notify receiving and obtain additional counselor(s) to assist when physical restraint of a minor seems eminent. This recommendation was discussed with Probation Management.

Members of the William F. James Boys Ranch inspection team read 163 IRs during the period of July 1 through December 31, 2008. Eight of these reports involved physical or mechanical restraints to control youth. The inspection team made no recommendation to the Santa Clara County Probation Department regarding the handling of the IRs.

Members of the Muriel Wright Residential Center inspection team reviewed 19 IRs written in March 2009 and 20 written in April 2009. "Data from these reports were compared with statistics provided to the Commission via the monthly Salient Features Reports (SFR). These were minor discrepancies between the IRs reviewed and the serious incidents listed in the Salient Features Reports. Differences included: there is no contraband reported on the March SFR, yet there was one IR contraband but it was labeled "information"; there was one escape shown on the SFR, but there were three minors who escaped; and there was one Ranch failure which was not reported. The inconsistencies were shared with the Manager." Inspection Report, Muriel Wright Residential Center, June 2009

The Juvenile Justice Commission recommended that the Probation Department continue to improve on the accuracy of the monthly Salient Features Report. The Probation Department, also, provides the Institution Restraint Report by Minor each month.

The Commission and the Probation Department have been working for several years to bring consistency to the definition of terms in reports. In addition to the information we receive each month, commissioners ask questions at the monthly meetings to clarify any concerns or questions they have. This issue continues to be a work in progress.

No Incident Reports were reviewed at the Children's Shelter, as the inspection was not completed this fiscal year. (It should be noted that the Children's Shelter is closing. It will be an Assessment Center and minors will stay for less than 24 hours.)

11. Revise inspection processes and procedures to simplify the work of conducting inspections and preparing Inspection Reports.

Activities: Due to the turn over of Commissioners during 2008-2009, no attempts were made to revise inspection process and procedures to simplify the work of conducting inspections and preparing Inspection Reports.

SPECIAL MEETINGS

Commissioner Serrano attends the Child Abuse Council's Interagency Collaboration Committee meetings.

Commissioner Serrano attends the Children's Shelter Interagency work Group meetings.

Two commissioners attended the Children, Seniors, and Families committee meeting on April 30, 2009.

Two commissioners attended the Juvenile Hall Advisory Board (JHAB) meeting on March 4, 2009. Also, the JJC Executive Committee met with JHAB Executive Committee on March 16, 2009 and April 20, 2009.

The JJC Executive Committee met with Supervisor Shira Kawa and his staff on April 14, 2009.

Six commissioners attended the March 5, 2009 Public Safety and Justice Committee meeting and three commissioners attended the June 4, 2009 meeting.

Commissioner Khan attended the December 18, 2008 and April 16, 2009 Juvenile Justice Coordinating Council meetings.

Commissioner Khan regularly attended the monthly Delinquent Court Systems meetings.

Commissioner Peak attended the Psychotropic Medications Committee meeting.

The JJC Executive Committee met Judge Patrick Tondreau on April 16, 2009.

CORRESPONDENCE

A letter was sent to Angela Valdez, Community Core Licensing, State Department of Social Services asking if her department had received any recent complaints regarding group homes in the county.

A letter was sent on April 8, 2009 to The Honorable Jaime Jacobs-May regarding Commissioner Ducey's resignation.

On April 16, 2009 a letter was sent to Supervisor Dave Cortese regarding detention at Juvenile Hall of 10 year-old minor.

On April 7, 2009 a letter was sent to Commissioner Louis Gene Romantino regarding his resignation.

A letter was sent to Supervisor Cortese stating that JJC is concerned re-suggested cuts to county budget for the Department of Alcohol and Drug Services. JJC asked that away be found to fund the program.

On February 3, 2009 a letter was sent to Commissioner Neil Wharton regarding his resignation.

A letter was sent to Christian Williams, potential Youth Commissioner, on February 25, 2009.

On February 25, 2009, a letter was sent to Commissioner Campbell thanking him for his service on the Commission.

Letters were sent on October 28, 2008 thanking Commissioners Vilma Pallette and Mike Smith for their service on the Commission

OTHER EVENTS

Six commissioners attended the Beyond the Bench Symposium on November 1, 2008.

Commissioner Khan attended the Boards and Commissions Appreciation ceremony on December 8, 2008.

Three commissioners attended the Muriel Wright Residential Center Holiday Party on December 18, 2008.

A number of commissioners attended the Juvenile Hall Christmas Decoration judging on December 22, 2008.

Commissioner Khan attended the Filing of Form 700 training on January 14, 2009.

Commissioner Peak was a presenter for JJC at Judge Patrick Tondreau's Orientation for new judges, attorneys, etc. on March 23, 2009.

Commissioners Peak and Manchester attended the Electronics Medical Records Program (ELMR) presentation on April 21, 2009 by Juvenile Hall Medical Clinic.

Nine commissioners attended the San Mateo County Juvenile Justice and Delinquency Prevention Inspection training on May 5, 2009.

Three commissioners attended the Santa Clara County Child Abuse Symposium on April 4, 2009.

Commissioners Mehta and Blockie attended the State Beyond the Bench Symposium on December 10 and 11, 2008.

SERVICE

As can be seen by the proceeding summary of activities by the Juvenile Justice Commission, many hours are spent attending Special Meetings and Other Events plus the monthly JJC meetings. In addition, many hours are required of commissioners to inspect the detention and dependency facilities and to prepare the written reports. All of the commissioners are volunteers.

The JJC also may need to pursue matters that are brought to their attention either at the monthly JJC meeting, in writing, or telephone messages left on the JJC telephone.

COMMUNICATIONS

The Commission received verbal and written communication from the public plus messages are left on the JJC secure telephone line. The chairperson checks the telephone daily. The callers may want information, may be voicing a complaint, or asking for help. Last year the Commission received 55 calls and three hang-ups. If the chairperson can answer the caller's question or resolve their concern, a referral is made to the appropriate person or agency.

Descriptive information is provided on the Superior Court website, regarding the Juvenile Justice Commission and its mission, responsibilities, membership, and meetings. Copies of Inspection Reports from 2004-2005 to the present appear on the website, along with Annual Reports from 2002-2003 to the present. Youth and adult applications for membership are also available. This information can be accessed at www.sccsuperiorcourt.org/juvenile/jcc.htm

Approved by the Santa Clara County Juvenile Justice Commission on

Patricia A. Khan, JJC Chairperson

Date