

# 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

September 14, 2011 – 4:00 p.m.  
Hall of Justice, District Attorney's Conference Room  
400 County Center, 3<sup>rd</sup> Floor, Redwood City

## CCP MINUTES

### 1. Call to Order

Meeting was called to order at 4:04 p.m.

### 2. Public Comment

#### Speakers recognized by the Chair

Aram James, Retired Deputy Public Defender San Mateo County of San Mateo

Ron, Paralegal for Santa Clara County

Martin Fox, Veterans Advocate

Pastor Floyd Harris

Sarah Matlin, Chair ACLU North Peninsula Chapter

Emily Lehr Annie, ACLU North Peninsula Chapter Member

Jay Lathrop, ACLU, Vice-Chair North Peninsula Chapter

### 3. Introductions

### 4. Old Business

#### A. Acceptance of minutes from 08/03/2011 CCP Meeting

### 5. New Business

#### A. September 21 CPOC Realignment Session—Executive Committee members, registration due September 9.

- Registration information can be requested through Anessa Farber.

#### B. Interim Plan Documents: Agency Flow Charts and Funding Documents.

- Flow charts compiled but still need to be consolidated into one document to demonstrate how the population is processed through various agencies.
- Recommendation that Probation facilitate a work group to create final document and present to CCP Executive Committee on September 28, 2011.
- Work group will determine where hand-offs between agencies are in process.
- Flow Chart document will be revised based on input as needed.

#### Speakers recognized by the Chair:

Greg Munks, Sheriff

- Stated that goal is to develop a plan that could show how PRCS client moves through the various pathways of the realignment process.
- Reminder that once the flow chart reflects the process, CCP agreed that a consultant would help write the narrative; flow chart to be the foundation.

- Reminder that \$25K was set aside to for the purpose of a consultant developing the narrative, and that the narrative would serve not only as a companion piece, but to also describe the initial process.

Beverly Johnson, Director, Human Services Agency

- Requested clarification about flow chart process relationship with interim budget.
- Expressed Concern that the flow chart does not reflect the process as it is today with the HSA portion being an emerging practice.

Jean Fraser, Chief, Health System

- Reiterated concern that emerging practice costs are not included in current budget.

Stephen Kaplan, Interim Director, Behavioral Health and Recovery Services

- Requested that, once flow chart is finalized, a narrative is written for context.
- Requested that the work group define data it wants collected during the interim implementation that will inform full plan.
- Requested that the interim plan mirror the interim budget.

Anessa Farber, Management Analyst, Probation

- Provided context:
  - CCP agreed at 8/3/2011 meeting to develop an interim plan while looking to get a consultant to develop the formal plan.
  - Interim plan would operate from October 1 until the spring 2012 when the board would formally approve a budget and the formal plan.
  - Interim plan would contain two main components:
    - 1) Flow charts explaining high-level operational process
    - 2) Interim funding request (originally submitted as wish lists).
  - Plan to present at October 18 Board of Supervisors' meeting.
- Motion (Stephen Kaplan) to have a work group consolidate flow charts and finalize an operational plan for CCP Executive Committee to review.
  - Seconded (Jean Fraser)
  - Vote unanimously approved.

## **FUNDING REQUEST**

- Interim funding request plan to satisfy immediate funding needs.
- Discussion about minimum necessary staffing and resources requirements October 1, 2011 through December 2011.
- Recommend a phased-in process that is client/numbers driven so money dispersed according to actual client needed/use.
- Clarify that the requests and departmental requests have two parts:
  - Staffing Needs
  - Client Services or Operational Needs
- Intention to prepare request for October 18 Board of Supervisors meeting/Draft presented to CCP Executive Committee by September 28.
- Monthly client need reviews will form additional December funding request.
- Invoice template for reimbursement and code to track staff costs to be created.
- CCP needs to agree on process; if cannot agree, then need to postpone any funding request until agreed upon recommended can be presented to Board.

### Speakers recognized by the Chair:

Susan Manheimer, Chief, City of San Mateo Police Department

- Requested clarification regarding a larger budget of approximately 5 million of which about a million taken out for courts and revocation process.
- Question about which figure is used as basis for funding conversation.

David Boesch, County Manager

- Clarified that approximately \$150K allocated for the District Attorney and Public Defender in a separate fund—not part of the discussion.
- Clarified that Public Safety Realignment budget for San Mateo County is about \$4.2 million for year one, plus some planning money.
- Clarification that for discussion is only the interim funding request from October through December 2011. Larger plan not discussed—only startup.

Jean Fraser, Chief, Health System

- Stated difficulty for Health to plan/budget for only three months.
- Recommended amendment of the interim period from 3 months back to the original request 9-month period.

Beth Freeman, Presiding Judge, Superior Court

- Stated that if CCO immediately allocated entire year 1 budget, that decision preempts the job of creating the formal plan itself with months of discussion and ultimately Board of Supervisor approval/rejection in spring.

Jim Saco, Budget Director, County Manager's Office

- Explained Human Resources' willingness to be flexible with recruiting timelines/ processes and move individuals into position.

Beverly Johnson, Director, Human Services Agency

- Stated that a first day approach has been developed to provide one week of services (e.g. housing/possibly purchasing shelter beds)
- Explained that some assumptions of need for day one are in place.

Adrienne Tissier, Vice President, Board of Supervisors, District Five

- Concerned about whether or not supervision and treatment services operationally ready for first returnees as of October 1, 2011.
- Clarification of distinction between direct client service costs and staffing.
- Further discussion needed about how money to be allocated for staffing.
- Reassurance that key services will be provided, supervision model is in place.
- Motion (Chief Stuart Forrest) that recommended the interim funding request be put before the CCP Executive Committee on September 28 for approval and processing for October 18 Board of Supervisor meeting
  - Seconded (Supervisor Adrienne Tissier)
  - 10 affirmative votes/Two abstentions: J. Digiacinto and S. Wagstaffe.

**C. Local Implementation Plan Consultant RFQ—Announcement.**

- Request for Quotation for consultant was posted on September 1.
- Responses due September 28, 2011.
- Consultant to be presented to the CCP at the next meeting, October 12, 2011.
- Once the consultant is in place, process for formal plan will be determined.
  - Opportunity for CBO and public input will be developed.
- Suggestion to move location to Room 101/Board Chambers for future meetings.
  - Logistical update communication will be sent.

**6. Adjournment**

Meeting was adjourned at 4:57 p.m.