

**CITY AND COUNTY OF SAN FRANCISCO  
JUVENILE PROBATION COMMISSION**



**LONDON N. BREED, MAYOR**

**FULL COMMISSION REGULAR MEETING  
City Hall, 1 Dr. Carlton B. Goodlett Place, Hearing Room 408  
Wednesday, November 9, 2022 / 5:30 p.m.**

This meeting will be held in person at listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation, it is possible that some members of the Juvenile Probation Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or online:

[Juvenile Probation Commission Meeting Information | Juvenile Probation Department \(sf.gov.org\)](#).

Instructions for providing remote public comment are below.

**WATCH:** <https://bit.ly/3FulPSv>

**LISTEN/PUBLIC COMMENT CALL-IN: +1-415-655-0001**

**ACCESS CODE: 2486 526 4689**

**INSTRUCTIONS FOR PUBLIC COMMENT CALLERS**

\*Public Comment can be made by phone during the virtual meeting:

- Call 415-655-0001, enter Access Code **2486 526 4689** then press "#" when asked for ID, press "#" again.
- To make comment, press \*3 (star, three) to raise your hand.
- You will hear a prompt confirming that your hand has been raised.
- Please wait until the Host unmutes you and allows you to speak.
- When it is your turn, you will then hear a prompt saying that "You have been unmuted" and you may begin your comment.
- Please speak only to the entire Council, and not to individual members; you will have 3 minutes to make your public comment.

**Full Commission**

Margaret Brodtkin, President

Linda Martley-Jordan

Johanna Lacoe

Toye Moses

James Spingola

**AGENDA**

1. Roll call
2. Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e) (ACTION ITEM)
3. Public Comment
4. Review and Approval of the Full Commission Meeting Minutes of October 12, 2022 (DISCUSSION & ACTION ITEM)

5. Consent Calendar – Submitted for a single vote without discussion unless a Commissioner so requests in which event the matter to be discussed shall be removed from the consent calendar and considered as a separate item (ACTION ITEM):
  - a. Submission of request to enter new contract with a TBD Contractor for four months with a not-to-exceed amount of \$99,999 for 24/7 security services at the Log Cabin Ranch site.
6. Relationship between Community-based Organizations (CBOs) and JPD (DISCUSSION & POSSIBLE ACTION)
  - a. Report from Juvenile Probation Department
  - b. Report from the Juvenile Justice Providers Association
7. Chief's Report – (DISCUSSION & POSSIBLE ACTION)
  - a. Monthly Data Report
  - b. Workforce Updates
  - c. Juvenile Justice System Transformation Updates
8. President's Report – (DISCUSSION)
  - a. Finance Committee members
9. Update on Program Committee – (DISCUSSION)
10. Future agenda items - (DISCUSSION & POSSIBLE ACTION ITEM)
  - a. Announcements
11. Presentation from JPD Human Resources on the process for appointing Commission Secretary position and possible action to move forward with consideration and appointment at closed session. (DISCUSSION & POSSIBLE ACTION ITEM)
12. Public Comment on all matters pertaining to Items 13, 14, 15.
13. Vote on whether to hold Item 14 in Closed Session. (ACTION ITEM)
14. Pursuant to Government Code Section 54957 and the San Francisco Administrative Code Section 67.10(b): PUBLIC EMPLOYEE APPOINTMENT/HIRING:  
 Appointment of Commission Secretary. Description:  
 Under direction from the Commission President, performs difficult and responsible office and secretarial work in connection with the activities of the Juvenile Probation Commission, including but not limited to preparing agendas, drafting minutes, and assisting with scheduling meetings; serves as secretary to the Commission and its committees; serves as personal and confidential secretary to the Chief Probation Officer; performs a wide variety of difficult and sensitive secretarial and administrative work involving a high degree of responsibility for public contact with governmental officials, citizens and other employees; and performs related duties as required. (DISCUSSION & POSSIBLE ACTION ITEM)
15. Reconvene in Open Session.
  - a. Vote to elect whether to disclose any or all discussions on Item 14 in closed session (S.F. Admin Code Section 67.12(a)) (ACTION ITEM)
  - b. Announce any action taken in closed session to the extent required by S.F. Administrative Code Section 67.12(b)(4) (ACTION ITEM)
16. Adjournment

Commissioners and JPD staff will convene Commission meetings remotely by teleconference. Members of the public are encouraged to submit their public comment on agenda items in advance or by phone in the teleconference meeting by emailing comments to [JUV-ProbationCommission@sfgov.org](mailto:JUV-ProbationCommission@sfgov.org), or by leaving your comment via voicemail at 415-753-7556. Comments submitted no later than 5 PM the Monday before the meeting will be read into the record by the Secretary during the teleconference meeting and will be treated as a substitute to providing public comment by phone during the meeting. Persons who submit written public comment in advance on an agenda item or items will not be permitted to also provide public comment on the same agenda item(s) by phone during the meeting.

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction that does not appear on the agenda. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

The Commission will hear public comment on all agenda items before or during discussion of the item. The period of time allowed for public comment may be modified by the Chair in the interest of fairness to all those wishing to address the Commission.

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Disability Access: To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at (415) 753-7556 at least two business days before the meeting.  
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#### KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's Web site at <http://www.sfgov.org>.  
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