

County of El Dorado

Probation Department
3974 Durock Road, 205
Shingle Springs, CA
530-621-5625
www.edcgov.us/probation

Minutes - Draft Delinquency Prevention Commission

Heather Anderson, Member
Larry Berger, Member
Tracy Bunch, Member
Mario Guerrero, Member
Sandra Hurley, Treasurer
Margaret Huscher, Member
Amy Jackson, Member
Jaycee Macias, Member
America Mata, Member
Galina Melamed, Member
Teri Monterosso, Member
Kassandra Orizaba, Member
Hannah Ware, Member
Tiffany Rolston, Honorary Member

Jennifer Delgado, Commission Secretary

Tuesday, May 18, 2021

5:30 PM

3974 Durock Rd.
Suite 205, Shingle Springs, CA

PUBLIC PARTICIPATION INSTRUCTIONS: To comply with social distancing requirements from the Governor, the Juvenile Justice and Delinquency Prevention Commission has turned to remote attendance (ZOOM) for its meetings. Members of the public who are interested in attending remotely by phone can call 877-853-5247 (Toll-free) a few minutes prior to the start of the meeting. The meeting will be locked 10 minutes after the start time and there will be no late admittance. The Meeting ID is: 941 7056 2555 and the Passcode is: 474327993.

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CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:36 PM

Present: 6 - Larry Berger, Hannah Ware, Mario Guerrero, Margaret Huscher, Galina Melamed and Tracy Bunch

Absent: 7 - Teri Monterosso, Amy Jackson, Jaycee Macias, Cassandra Orizaba, America Mata, Heather Anderson and Sandra Hurley

PUBLIC COMMENT

None

ADOPTION OF THE AGENDA

Adoption of the Agenda

No action taken - no quorum.

POLICY MATTERS

1. **21-0766** Approval of the Minutes from the Meeting of April 20, 2021.

Attachments: [JJDPDC Draft Meeting Minutes from 4-20-21](#)

No action taken - no quorum.

REPORTS

2. **21-0767** Judge's Comments
Juvenile Treatment Center Superintendent
Chief Probation Officer
Treasurer's Report

Judge's Comments - None

Juvenile Treatment Superintendent - Superintendent Smith provided a staffing update and reported out on population levels, critical incidents, use of force incidents, Child Family Team meetings, and reunification plans.

Chief Probation Officer - Chief Richart provided a Placerville Juvenile Hall construction update and information regarding Senate Bill 823 and Senate Bill 92.

Treasurer's Report - None

NEW BUSINESS

3. **21-0768** Overview of how a juvenile case starts and ends. (Chair Huscher)

Chair Huscher provided a presentation regarding how a juvenile case starts and ends.

OLD BUSINESS

4. 21-0769 Commissioners to provide an introduction of their assigned partner. The Chair requested this exercise as a way for the Commissioners to get to know each other. (Chair Huscher)

Hannah Ware/Heather Anderson
Peggy Huscher/Larry Berger
Tracy Bunch/Galina Melamed
Mario Guerrero/America Mata
Sandy Hurley/Jaycee Macias
Amy Jackson/Teri Monterosso

(Continued 4-20-21, #21-0664)

Item Continued to June meeting.

5. 21-0770 Create a job description for the Secretary position. (Chair Huscher)
(Continued 4-20-21, #21-0661)

Chair Huscher shared that the role of the Secretary position is still being developed. Jennifer Delgado will continue with the administrative duties and the Commission Secretary position may rotate meeting facilitation with the Chair and Vice Chair.

Commissioner Bunch suggested a buddy system to create accountability regarding meeting attendance. Chair Huscher noted that the Commissioners are paired up for the introduction assignment.

It was requested that the meetings be recorded.

There was discussion around updating the JJDPC website.

Chair Huscher asked Commissioner Melamed if she would be interested in providing a Google Document presentation in June.

No action taken.

6. 21-0771 The Mission Statement ad hoc committee would like to report out on their work product and call for a vote. (Vice-Chair Guerrero)
(Continued 4-20-21, #21-0580)

Item Continued to June meeting.

7. 21-0772 Create an ad hoc committee to provide ideas to the Commission regarding the disbursement of monies from the Friends of Juvenile Justice and Dunlop Funds. (Chair Huscher)
(Continued 4-20-21, #21-0662)

Item Continued to June meeting.

8. 21-0773 Ad hoc committees to report out on their progress:

Delinquency Prevention/Education
Outreach
Communications
Inspections

(Continued 4-20-21, #21-0582)

The Delinquency Prevention/Education ad hoc committee gave a brief summary of their progress.

Chair Huscher and Vice-Chair Guerrero reported out that the group has a rough draft of a resource list for the South Lake Tahoe area. The committee will reach out to Probation to make sure they are covering their needs.

The committee also noted that families are not always getting reports from Probation. The group will reach out to Probation to determine what reports are being produced and if non-English speaking families are being accommodated.

There was a discussion regarding the confusion around CFTs and Team meetings. The committee discussed how to include more natural supports and better prepare families for the meetings.

A request was made to let Commissioners know about relevant Good Things to Know (GTTK) presentations.

No action taken.

ADJOURNMENT

Meeting adjourned at 7:14 pm.

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Teri Monterosso, Member
Jodi Mottashed, Member
Kassandra Orizaba, Member
Hannah Ware, Member
Tiffany Rolston, Honorary Member

Jennifer Delgado, Commission Secretary

Tuesday, April 20, 2021

5:30 PM

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Suite 205, Shingle Springs, CA

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CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:36 PM

Present: 10 - Larry Berger, Teri Monterosso, Hannah Ware, Mario Guerrero, Margaret Huscher, Amy Jackson, America Mata, Galina Melamed, Heather Anderson and Sandra Hurley

Absent: 5 - Tiffany Rolston, Jaycee Macias, Jodi Mottashed, Kassandra Orizaba and Tracy Bunch

PUBLIC COMMENT

None

ADOPTION OF THE AGENDA

Adoption of the Agenda

A motion was made by Secretary Ware and seconded by Teri Monterosso to Adopt the Agenda. The motion was approved unanimously.

POLICY MATTERS

1. **21-0577** Approval of the Minutes from the Meeting of March 16, 2021.

Attachments: JJDCP DRAFT Minutes from 3-16-21 with attachments

Approval of the Minutes

A motion was made by Amy Jackson and seconded by Larry Berger to Approve the Minutes from March 16, 2021. The motion was Approved unanimously.

REPORTS

2. **21-0578** Judge's Comments
Juvenile Treatment Center Superintendent
Chief Probation Officer
Treasurer's Report

Attachments: A. 2020 fund activity statement Dunlop Fund

B. 2020 fund activity statement Friends of Juvenile Justice

Judge's comments - None

Juvenile Treatment Center Superintendent Kaci Smith reported out on population levels, critical incidents, use of force incidents, Child Family Team meetings, and reunification plans.

Chief Probation Officer Brian Richart reported out on staffing issues at the Juvenile Treatment Center, COVID protocols, Juvenile Hall construction status, and the

Department of Juvenile Justice closure (Senate Bill 823).

Treasurer Hurley reported out on the fund activity statements (see attached).

NEW BUSINESS

3. 21-0579 Brown Act Question & Answer Session with Paula Frantz, County Counsel

Attachments: Brown Act Presentation

Brown Act Video

Paula Frantz with County Counsel provided a question and answer session on the Brown Act.

No action taken.

4. 21-0664 Commissioners to provide an introduction of their assigned partner. The Chair requested this exercise as a way for the Commissioners to get to know each other. (Chair Huscher)

Hannah Ware/Heather Anderson
Peggy Huscher/Kassandra Orizaba
Larry Berger/Jodi Mottashed
Tracy Bunch/Galina Melamed
Mario Guerrero/America Mata
Sandy Hurley/Jaycee Macias
Amy Jackson/Teri Monterosso

Item Continued to May Meeting.

5. 21-0661 Create a job description for the Secretary position. (Chair Huscher)

Item Continued to May Meeting.

6. 21-0580 The Mission Statement ad hoc committee would like to report out on their work product and call for a vote. (Vice-Chair Guerrero)

Item Continued to May Meeting.

7. 21-0662 Create an ad hoc committee to provide ideas to the Commission regarding the disbursement of monies from the Friends of Juvenile Justice and Dunlop Funds. (Chair Huscher)

Item Continued to May Meeting.

8. 21-0663 Combine Delinquency Prevention and Education ad hoc committees. (Chair Huscher)

A Motion was made by Treasurer Hurley and seconded by Amy Jackson to Approve this matter. Item was Approved unanimously.

OLD BUSINESS

9. 21-0582 Ad hoc committees to report out on their progress:

Delinquency Prevention
Outreach
Communications
Inspections
Education

Ad hoc committees gave a brief summary of their progress.

Vice-Chair Guerrero, Amy Jackson, and Chair Huscher reported out on the Delinquency Prevention/Education ad hoc committee. They shared that the committee intends to determine if the Probation Department is providing reports to parents of justice involved youth. They are also discussing ways to help improve collaboration on Child and Family Teams and they are putting together a resource list.

America Mata shared that the Outreach committee did not meet.

Chair Huscher indicated that the Communications committee did not meet.

Vice-Chair Guerrero reported out for the Inspections committee. He shared that the committee met at the Juvenile Treatment Center on April 5th and they were provided with inspection documents and given a tour of the facility. The committee will meet again to discuss the upcoming inspection.

No action taken.

ADJOURNMENT

A motion to adjourn was made by Teri Monterosso. The meeting adjourned at 7:07 pm.

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Amy Jackson, Member
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America Mata, Member
Galina Melamed, Member
Teri Monterosso, Member
Jodi Mottashed, Member
Kassandra Orizaba, Member
Hannah Ware, Member
Tiffany Rolston, Honorary Member

Jennifer Delgado, Commission Secretary

Tuesday, March 16, 2021

5:30 PM

3974 Durock Rd.
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CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:42 PM

- Present:** 8 - Larry Berger, Teri Monterosso, Hannah Ware, Mario Guerrero, Margaret Huscher, America Mata, Galina Melamed and Sandra Hurley
- Absent:** 6 - Amy Jackson, Jaycee Macias, Jodi Mottashed, Kassandra Orizaba, Heather Anderson and Tracy Bunch

PUBLIC COMMENT

None

ADOPTION OF THE AGENDA

Adoption of the Agenda

A motion was made by Vice Chair Guerrero and seconded by Secretary Ware to Adopt the Agenda. The motion was approved unanimously.

POLICY MATTERS

1. 21-0451 Approval of the Minutes from the Meeting of February 16, 2021.

Attachments: A. 21-0451 Meeting Minutes from 2-16-21

Approval of the Minutes

A motion was made by Teri Monterosso and seconded by Galina Melamed to Approve the Minutes from February 16, 2021. The motion was Approved unanimously.

2. 21-0441 Report out on election results. (Chief Richart)

Chief Richart reported out on the election results. Margaret Huscher was elected Chair, Mario Guerrero was elected as Vice Chair, and Hannah Ware was elected as Secretary.

REPORTS

3. 21-0403 Judge's Comments
Juvenile Treatment Center Superintendent
Chief Probation Officer
Treasurer's Report

Judge's Comments - None

Juvenile Treatment Center Superintendent - Kaci Smith, Superintendent for the Juvenile Treatment Center, reported out on population levels, critical incidents, use of force incidents, Child Family Team meetings, and reunification plans.

Chief Probation Officer - Chief Probation Officer Brian Richart gave an update on Senate

Bill 823 (Closure of the Department of Juvenile Justice) and the construction of the Placerville Juvenile Hall.

Treasurer's Report - None

NEW BUSINESS

4. 21-0401 Receive a Child and Family Team (CFT) document from Deputy Chief Probation Officer Kowalski.

Attachments: A. 21-0401 Child and Family Team (CFT) Basics for JJDPC

The Commission received a Child and Family Team document from Deputy Chief Probation Officer Kowalski.

No action taken.

OLD BUSINESS

5. 21-0402 Continuation of organizational discussion regarding how the Commission would like to move forward. Reporting out from ad hoc committees and discussion regarding adding new committee(s). (Chair Huscher, Vice Chair Guerrero, and ad hoc committee members) (Continued 2-16-21, #21-0248)

Ad hoc committees gave a brief summary of their progress.

Galina Melamed reported out on the ad hoc committee covering delinquency prevention. She shared that they have not met yet, but have a meeting scheduled for March 19th.

Chair Huscher reported out on the communications committee. She indicated that the goal of the committee is to make sure the JJDPC is not duplicating the work of other groups. She has been in communication with the JSC and several other groups/commissions.

Vice Chair Guerrero reported out on the committee covering the mission statement. He noted that the group provided a proposed statement at the last meeting. They would like to bring their work product to the next meeting for a vote.

Secretary Ware reported out on the inspection committee. She shared that Vice Chair Guerrero scheduled an initial walk through of the Juvenile Treatment Center on April 5, 2021. The ad hoc committee will meet again this month.

Secretary Ware also reported out on the education committee. She indicated that they will meet on March 24th and focus on the training needs of the Commission.

Chair Huscher shared that she would like to add an additional ad hoc committee regarding funding. The purpose of the committee would be to come up with ideas on how to allocate monies held in the Friends of Juvenile Justice and Dunlop Fund. She will bring the addition of another ad hoc committee to the Commission in April for a vote.

No action taken.

ADJOURNMENT

A motion to adjourn was received from Teri Monterosso. The meeting was adjourned at 7:02 pm.

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Minutes - Final
Delinquency Prevention Commission

- Heather Anderson, Member*
- Larry Berger, Member*
- Tracy Bunch, Member*
- Mario Guerrero, Member*
- Sandra Hurley, Treasurer*
- Margaret Huscher, Member*
- Amy Jackson, Member*
- Jaycee Macias, Member*
- America Mata, Member*
- Galina Melamed, Member*
- Teri Monterosso, Member*
- Jodi Mottashed, Member*
- Kassandra Orizaba, Member*
- Hannah Ware, Member*
- Tiffany Rolston, Honorary Member*

Jennifer Delgado, Commission Secretary

Tuesday, February 16, 2021

5:30 PM

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CALL TO ORDER AND ROLL CALL

Meeting was called to order at 5:37 PM

Present: 11 - Tiffany Rolston, Teri Monterosso, Hannah Ware, Mario Guerrero, Margaret Huscher, Amy Jackson, Jaycee Macias, Jodi Mottashed, America Mata, Galina Melamed and Sandra Hurley

Absent: 4 - Larry Berger, Kassandra Orizaba, Heather Anderson and Tracy Bunch

ADOPTION OF THE AGENDA

Adoption of the Agenda

A motion was made by Monterosso and seconded by Mottashed to Adopt the Agenda. The motion was approved unanimously.

APPROVAL OF THE MINUTES (January 19, 2021)

Approval of the Minutes

A motion was made by Mottashed and seconded by Monterosso to Approve the Minutes from the January 19, 2021 meeting. The motion was approved unanimously.

PUBLIC COMMENT

Public comment was heard from Tiffany Rolston regarding incidents occurring in El Dorado County.

REPORTS

Judge's Comments

None

Juvenile Treatment Center Superintendent

Kaci Smith, Superintendent for the Juvenile Treatment Center, reported out on the current population. Commissioner Guerrero had a question regarding Child and Family Teams (CFTs). Chief Richart suggested having a Placement Officer attend a meeting to answer more detailed questions. Several Commissioners shared that they would appreciate presentations from Probation on a variety of topics. Chief Richart indicated that he would be happy to provide additional presentations as requested. He also shared that both Commissioners Monterosso and Huscher are subject matter experts on juvenile justice from a court perspective.

Chief Probation Officer

Chief Probation Officer Brian Richart gave an update on Senate Bill 823 and how Probation is positioning itself to better serve youth in our community.

Treasurer

Treasurer Hurley reported out on the Friends of Juvenile Justice Fund and the Dunlop Fund.

OLD BUSINESS

1. **21-0248** Continuation of the organizational discussion regarding how the Commission would like to move forward. Reporting out from ad hoc committees. (Margaret Huscher, Mario Guerrero, and ad hoc committee members) (Continued 1-19-21, #21-0107)

Attachments: [21-0248 A - JJDPC Ad Hoc Subcommittee Sign Up Sheet - JJDPC Ad Hoc Subcommittee Sign Up List](#)
[21-0248 B - JJDPC - Prevention Committee \(1\).docx \(1\)](#)
[21-0248 C - JJDPC Ad Hoc Subcommittee Sign Up Sheet - Mission Statement](#)

Ad hoc committees gave a brief summary of their progress. See the attached spreadsheet listing the committees and their respective commissioners (21-0248 A).

Commissioner Melamed reported out on the ad hoc committee covering delinquency prevention (see attached 21-0248 B). Commissioner Guerrero reported out on the committee responsible for updating the mission statement (see attached 21-0248 C). Commissioner Mottashed indicated that the outreach committee will meet once Commission details are finalized. Commissioner Huscher shared that she gathered additional information on the Juvenile Services Council, Youth and Families Commission, and the Juvenile Justice Coordinating Council. She invited Commissioners to join her committee to help determine the role of the JJDPC in the community. Commissioner's Ware and Guerrero shared that they have not met yet regarding the Education and Inspection committees. They requested a copy of the last inspection, information on the inspection forms, and upcoming deadlines. Chief Richart suggested the inspection committee have not less than 4 Commissioners.

The Commission requested additional information on the Brown Act. Chief Richart indicated that he will ask County Counsel to provide a presentation at a future meeting.

No action taken.

2. **21-0249** Nomination and election of officers (open positions). Due to the resignation of the Chair and Vice Chair, the Commission is required to nominate and elect officers to fill any open positions. (Chief Richart) (Continued 1-19-21, #21-0105)

Attachments: [21-0249 A - JJDPC Ad Hoc Subcommittee Sign Up Sheet - Officer Nominations](#)

The Commission indicated that they were ready to vote for the open positions of Chair, Vice Chair, and Secretary. Chief Richart read the nominations (see attached 21-0249 A). Commissioners Huscher, Guerrero, and Ware accepted their nominations. Commissioner Bunch was not present to accept his nomination.

It was determined that voting would be accomplished by having the Commissioners send

an email to the Probation department with their selections. The results would be reported out by the Probation Department and included in the March meeting.

ADJOURNMENT

A motion to adjourn was received from Monterosso. The meeting adjourned at 7:07 pm.

JJDPC Ad Hoc/Subcommittee Sign Up Sheet

21-0248 A

This is a working document and each subcommittee can come up with their own ideas/purpose. The items currently listed are just suggestions. You can also add a subcommittee. This template is just to get things started.

Guide to the Brown Act: A temporary advisory committee composed solely of less than a quorum of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act. Temporary committees are sometimes called *ad hoc* committees.

Ad Hoc Committee Name	Purpose	Committee Members
<i>Delinquency Prevention</i>	Are WRAP programs working? Are sleepdown? Programs from: JTC and group Homes Working? Restorative Justice Programming	Mario Guorero Peggy Huscher Galina Melamed Hannah Waro Jodi Mollashod Amy Jackson
<i>Outreach</i>	Pizza Parties Pen Pal Project Parent Partners Mentors	Jodi Mollashod America Mala Tracy Bunch
<i>Communications</i>	Liaison with Youth and Family Liaison with JSC Liaison with JJCC Website Update	Peggy Huscher
<i>Mission Statement</i>	Review/Update	Mario Jaycee Amy Heather
<i>Inspection</i>	JTC	Hannah Waro Mario Guorero Galina Melamed Teri Montrossa
<i>Education</i>	Trauma Informed Care Substance Abuse Cultural Humility Language	Hannah Waro Mario Guorero Galina Melamed Jodi Mollashod

JJDPC Prevention Committee Meeting
2.12.2021 - Mario, Galina, Peggy

- What is probation doing? What is working?
- Peggy - concerns about the fact that there is no mental health director at the JTC
- The kids all say "I'm just faking it till I make it" —> leads to them coming back to the hall
- Doing a report card to put together how we think they are doing
- Is probation actually doing CFTs - are people following through on the action plan
- On the West Slope, Stanford Youth Solutions really doing
- Getting data from the past year vs past 5 or 10.
 - Who's coming back, why, within what period of time?
 - What is the data collection process?
 - We get our info from probation - we questions what the perception of the kids and families.
- Conduct a survey - Peggy did a really quick survey but wasn't as broad - on the issue of whether Prob was following through with SYS - delay is starting services and kids were falling way from services
- If a committee picks a project, need to be clear on what the focus is - what specifically are we looking for.
- Maybe have 2 different surveys - kids and families experience, the other is administration and protocols - CFTs, referral process, follow through, etc.
- Another things for the committee - identify different service providers in SLT and West slope - what's out there now?
- Defining the idea of prevention - probation officers don't know what's out there

Focus:

1. Data collection
2. Survey with youth and parents - need distance for administrator administering
3. CFTs - as the focus

Next Steps:

1. Create Google Drive for meetings notes for the committee - **Galina**
2. Share ideas/progress at the JJDPC meeting - **Galina**
3. Next meeting - March 5th AM - **Peggy**
4. Start writing the survey - Peggy send her survey to the team - **Peggy**

Added members: Jodi, Hannah, Amy

JJDPC MISSION STATEMENT

21-0248 C

Current Mission Statement: To serve the interest of at-risk youth, encourage and support the planning and evaluation of programs which prevent delinquency, and provide a leadership forum for citizen action in El Dorado County.

Proposed Mission Statement: Our mission is to serve in the best interest of youth in El Dorado County through collaboration, planning and evaluation of the administration of juvenile justice systems and programs to empower youth and their families to live healthy and promising lives. We are dedicated to supporting our juvenile justice system to foster a culture of integrity, equity, awareness and respect for our youth, their families and their communities.

Jaycee's edits are stated below:

Mission Statement: To serve in the best interest of youth through collaboration, planning and evaluation of the juvenile justice system and programs in El Dorado County.

Vision Statement: We are dedicated to supporting our juvenile justice system by fostering a culture of integrity, equity, awareness and respect for our youth, their families and their communities. We strive to empower youth and their families through the planning and evaluation of the juvenile justice system and programs in El Dorado County.

I think this is great. I like having it split between mission statement and vision statement. - Jodi

JJPC Nominations for Open Positions

CHAIR POSITION		VICE CHAIR POSITION		SECRETARY	
Name of person being Nominated	Your Name	Name of Person Being Nominated	Your Name	Name of Person Being Nominated	Your Name
Mario G.	Peggy Huscher	Peggy H.	Galina M.		
Peggy Huscher	Teri Montarosso	Mario Guerrero	Teri Montarosso	Hannah Ware	Teri Montarosso
		Tracy Bunch	Teri Montarosso		

CHILD AND FAMILY TEAM (CFT) BASICS

Child and Family Teaming is a process, not an event. Each CFT is meant to build upon each other to show progress and set achievable case plan goals and objectives. The Child and Family Team process recognizes that families are the experts in their lives and gives them an active role in creating and implementing solutions.

How a CFT is structured

The CFT meeting is a formatted process. The facilitator explains the format at the opening of each meeting. Notes are charted throughout the meeting (either virtually by screen share or charted in pen if meeting in person) to provide CFT participants with a current reflection of the thoughts that are being expressed by each team member. As the CFT progresses, “Action steps” are discussed, agreed upon, and charted. Within two business days after the CFT, the facilitator will email the charted Notes and the Action Plan to the youth’s assigned DPO, and the Action Plan only to all other CFT participants.

Confidentiality

Each CFT is confidential in the context that information such as medical diagnosis and results of drug tests cannot be shared outside of the participants of each CFT. Sharing CFT information is limited to the purpose of providing services and supports to the youth and family and cannot be disclosed anywhere else for any other purpose (EXCEPT to the Juvenile Court with jurisdiction over each youth). A confidentiality disclosure is shared at the introduction of every CFT meeting.

Who plans a CFT

The facilitator organizes and plans the CFT as part of the ongoing teaming process. The facilitator builds a team for the youth with assistance from the youth’s assigned DPO. The youth and family will be consulted about optional participants (either by the facilitator or the DPO) if time allows; otherwise, the facilitator builds the team based on the information provided by the DPO about who the key participants are in the youth’s case.

Who participates in a CFT

Required participants: youth, family members (as determined by the facilitator and the youth’s assigned DPO), DPO, behavioral health worker, CASA, and the educational rights holder for the youth.

Optional participants: attorney, school staff, faith based/spiritual supports, friends, neighbors, youth partners, parent partners, coaches, community members, and other natural supports.

The facilitator will consider the youth and family’s preference of CFT participants. If the youth and family do not wish for a person from the required category to participate, or if a non-required participant wishes to participate and the youth or family objects, the facilitator and DPO will collaborate and decide a plan of action prior to the CFT.

When do we schedule a CFT (Frequency/Necessity)

1. When Probation's recommendation will be or could be Placement (= foster care). A "pre-placement CFT" is considered best practice but is not required,
2. For youth ordered to Placement - Within 60 days of the Placement Order by the Court (whether the youth is in or out of custody),
3. For youth in Placement – Minimally, every 6 months (or as needed) when youth/NMD is not receiving specialty mental health services (SMHS), and/or
4. For youth in Placement – Minimally, every 90 days (or as needed) when youth/NMD is receiving SMHS. (Generally, youth in an STRTP level placement most likely receive SMHS.)

A CFT can be initiated at any time by the foster care youth, a participating family member, or any other CFT participant.

For youth placed in an STRTP in which the CFT is coordinated by the STRTP, the above timelines still apply. Best practice is for the DPO or facilitator to collaborate with the STRTP and combine the teams to meet the required timelines above.

Why do we need a CFT (Purpose)

1. For youth at risk of removal from their home without a current Placement Order ("pre-placement CFT") to determine risk factors and protective factors, explore all placement and placement prevention options, and identify and gather the contact information of the youth's support system/team.
2. For youth ordered to foster care but not yet placed. Placement determinations will be discussed and placement options explored. A goal is to expand on information already gathered for/in the SSR to develop a reunification plan and identify concurrent planning options, if applicable. Timelines of action steps will be discussed to ensure timely reunification and to meet placement goals.
3. For ongoing case management for foster youth (Case Plan updates/review), ensuring a team based approach to updating the youth's Case Plan goals. The progress of the previous Action Plan will be discussed to identify stabilization factors as well as challenges, and a new Action Plan will be created using known protective factors (family and community supports) to keep the team accountable to the Case Plan goals.

Every CFT may have a different purpose; the CFT purpose is driven by the needs of each youth and the timing of the youth's situation and Case Plan. It is a goal that each youth and family member understands the purpose of every CFT and actively participates.

Probation Officer Responsibilities

A field DPO must be present at each CFT; this is either the assigned DPO, the DPO writing the report to the Court, a Court DPO, or a combination.

Every DPO participating in a CFT must hear and consider all information presented. The DPO must share any information known when discussing each youth's specific situation, and must be prepared to give an opinion regarding alternatives, a recommendation, etc.

In each written report to the Court when a CFT has occurred, the DPO writing the report must provide the Court with information on what transpired in each CFT: Purpose, needs, goals, recommendations of the CFT, etc.

After a youth is placed, and prior to the next CFT, the assigned DPO should collaborate with the facilitator to review the Case Plan and determine if progress has been made in meeting the Case Plan goals. This will assist the facilitator to know of any areas of concern so the team will be prompted with appropriate questions to determine the barriers and build an Action Plan to address them. The Action Plan will identify and address barriers to drive the youth's progress towards his/her Case Plan goals. The Action Plan will be reviewed in the subsequent CFT.

CFT Information & Resources

WIC 16509.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=16501.&lawCode=WIC

Requirements and Guidelines for Creating and Providing a Child and Family Team
ACL 16-84 (October 7, 2016)

The Child and Family Team (CFT) Process Frequently Asked Questions and Answers
ACL 18-23 (June 1, 2018)

CDSS Integrated Core Practice Model
\\PBData\PB-Shared\PLACEMENT\CFT ICPM (Pages 17 through 23)

UC Davis CFT Facilitator Training Packet 2020
\\PBData\PB-Shared\PLACEMENT\CFT Facilitator Information

Fund Activity Statement

Jan 1st 2020 to Dec 31st 2020

Dunlop Friends of Juvenile Justice Fund

	YTD
Beginning Balance	\$ 22,966.38
Gifts:	
Gifts	\$ 0.00
Gifts from Other Funds	\$ 0.00
	<hr/>
Total Gifts	\$ 0.00
Investment Activity:	
Interest and Dividends	\$ 499.15
Realized Capital Gains (Losses)	\$ 262.26
Unrealized Gains (Losses)	\$ 2,785.34
	<hr/>
Total Investment Return	\$ 3,546.75
Other Income	\$ 0.00
	<hr/>
Total Fund Income	\$ 3,546.75
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Administrative & Investment Mgt Fees	\$ 419.12
Program Expenses:	
Grants & Scholarships	\$ 0.00
Grants to Other Funds	\$ 0.00
Other Program Expenses	\$ 0.00
	<hr/>
Total Program Expenses	\$ 0.00
	<hr/>
Total, All Expenses & Fees	\$ 419.12
	<hr/>
Ending Balance	\$ 26,094.01
	<hr/> <hr/>
Beginning Available to Spend	\$ 6,748.01
Add: Annual Spending Allocation	\$ 820.00
Less: Grants & Program Services YTD	\$ 0.00
	<hr/>
Ending Available to Spend	\$ 7,568.01
	<hr/> <hr/>

Fund Activity Statement-Exp

Jan 1st 2020 to Dec 31st 2020

Friends of Juvenile Justice Fund

Beginning Balance	\$	938.84
Gifts & Pledges for the Year-to-Date:		
Gifts	\$	160.00
Gifts from Other Funds	\$	0.00
		<hr/>
Total Gifts	\$	160.00
Investment Activity:		
Interest and Dividends	\$	2.88
Realized Capital Gains (Losses)	\$	0.07
Unrealized Gains (Losses)	\$	0.00
		<hr/>
Total Investment Return	\$	2.95
Other Income	\$	0.00
		<hr/>
Total Fund Income	\$	162.95
Administrative & Investment Mgt Fees	\$	300.00
Other Expenses	\$	0.00
Program Expenses:		
Grants & Scholarships	\$	0.00
Grants to Other Funds	\$	0.00
Professional Program Expenses	\$	0.00
Other Program Expenses	\$	5.72
		<hr/>
Total Program Expenses	\$	5.72
Total, All Expenses & Fees	\$	305.72
		<hr/>
Ending Balance	\$	796.07
		<hr/>

Fund Activity Statement-Exp

Jan 1st 2020 to Dec 31st 2020

Friends of Juvenile Justice Fund

Gift and Grant Detail

	Donor	Date		Amount
Gift	Tiffany Rolston	02/28/2020	\$	60.00
Gift	Tiffany Rolston	02/28/2020	\$	100.00
*** Total Gifts:				160.00
There were no grants for this period				
There were no payments for this period				

THE BROWN ACT



El Dorado County Counsel

Purpose of the Brown Act



- To facilitate public participation in local government
- To curb misuse of the democratic process by secret legislation

To Whom Does the Brown Act Apply?



- All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting
- Subject local agencies include a county, city, general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency

What is a Legislative Body?



- The governing body of a local agency or any other local body created by state or federal statute
- A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body (e.g., advisory committees and standing committees)

Exceptions to Legislative Body



- A committee created by and advisory to a single officer of the local agency
- Ad Hoc Committees
 - Composed solely of less than a quorum of the body
 - Advisory only
 - Limited scope and duration
 - No formally-adopted meeting schedule
 - Disband upon completion of assigned task

What is a Meeting?



- Any congregation of a **majority** of the members of a legislative body at the same time and location ...
to hear, discuss, deliberate, or take action on any item that is within the **subject matter jurisdiction** of the legislative body
- The legislative body does not need to take action in order for it to be considered a meeting

Serial Meetings



- A majority of members of a legislative body shall not, outside of an open and public meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the legislative body.
- Commonly referred to as a serial meeting
 - Daisy Chain (Member A to Member B and Member B to Member C)
 - Hub and Spoke (Member A to Member B and Member A to Member C)

Permissible Gatherings



- Individual board member discussions with constituents, staff, etc.
- Attending a purely social or ceremonial occasion
- Attending a conference, provided the conference is not by invitation only (must be open to the public, who may be required to pay to attend)

Permissible Gatherings (cont.)



- Attending an open and publicized meeting organized by another person or organization to address a topic of local community concern
- Attending a properly noticed public meeting of another legislative body of the same agency (e.g., Planning Commission attending BOS meeting) or of a legislative body of another agency (e.g., BOS attending a city council meeting)
- Attending a public meeting of a standing committee of the body, provided the board members creating a quorum of the full body attend only as observers

Rules for Meetings



- Must be open and public
- Must comply with the Americans with Disabilities Act
- Cannot require a member of the public to register his or her name or provide other information as a condition to attendance (an attendance list must indicate that signing is voluntary)
- The public has the right to record and broadcast the meeting
- Teleconferencing permitted subject to certain requirements

Rules for Meetings



- **Regular Meetings (Gov. Code §§ 54954, 54954.2)**
 - Time and place specified in an ordinance, resolution, or bylaws (advisory or standing committees can meet “as needed”)
 - Post the agenda 72 hours in advance
 - Brief general description of each item of business
 - Separate public comment item
 - If requested, must be made available in alternative format for disabled person and describe procedure for accommodations

Rules for Meetings



● **Special Meetings (Gov. Code §54956)**

- Can be called at anytime by the chair or majority of body
- Post the agenda 24 hours in advance
- Items cannot be added to the agenda at the meeting
- Separate public comment item not required

● **Emergency Meeting (Gov. Code §54956.5)**

- Only when prompt action is necessary due to disruption or threatened disruption of public facilities
- 1 hour notice unless dire emergency
- Only allowable closed session is for public security
- Special rules for reports and minutes

Items Not on the Agenda

- No discussion or decision on items not on the posted agenda
- Members or staff may respond briefly to questions posed by the public
- Members may ask staff a question, make a brief announcement, or make a brief report on his/her own activities
- Members may ask staff to report back on an item at a later meeting or place a matter on a future agenda
- Additional items can be added only in certain circumstances

Public Comment



- Every regular meeting agenda must allow the public to speak on any item of interest within the subject area of the legislative body
- Public must be allowed to speak on specific item of business before or during the consideration of the item
- May adopt reasonable regulations for public comment (e.g. time limits)
- May not prohibit criticism of policies, procedures, programs or services, or of the acts or omissions of the legislative body

Voting



- No action may be taken by secret ballot
- The legislative body shall publicly report any action taken and the vote or abstention of each member present
- Votes taken during meetings held via teleconference must be by roll call

Closed Sessions



- **Narrow exceptions to the open meeting rule, such as for the following:**
 - Personnel (§ 54957(b))
 - Labor negotiations (§ 54957.6)
 - Pending litigation (§ 54956.9)
 - Real property negotiations (§ 54956.8)
 - Public security (§ 54957(a))
- **Discussion must stay within the parameters of the exception**
- **Discussion is confidential**

Brown Act Violations



- Any individual or the DA may file a civil lawsuit for injunctive relief or to void an action taken in violation of the Brown Act
 - Attorney's fees are available to plaintiff
- Any member who attends a meeting where action is taken in violation of the Brown Act where the member intends to deprive the public of information the members knows or should know the public is entitled to, is guilty of a misdemeanor.