

**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, San Francisco, CA  
Hearing Room 408

<https://sfpublic.webex.com/sfpublic/j.php?MTID=m65f716eedf65a694b6673a891eb242b7> (passcode 010825)

**Wednesday, January 8, 2025 / 5:30 p.m.**

**This meeting will be held as a hybrid, as listed above.** Members of the public may attend the meeting **IN PERSON or ONLINE** to observe and provide public comment at the physical meeting location or by using the meeting link listed above.

Meeting materials and documents can be found on the Commission Website:  
<https://sf.gov/departments/juvenile-probation-commission>.

Any materials not posted 72-hrs prior to the meeting can be requested by calling 415-271-2861 or emailing [JUV-ProbationCommission@sfgov.org](mailto:JUV-ProbationCommission@sfgov.org).

**Full Commission**

Margaret Brodtkin, President  
Linda Martley-Jordan, Vice President  
Johanna Lacoë  
Allison Magee  
Toye Moses  
Manuel Rodriguez  
James Spingola

**AGENDA**

- 1. Roll Call**
- 2. Public Comment on Items Not on the Agenda**
- 3. Update on CARC/JSCC Model – (DISCUSSION & POSSIBLE ACTION)**
  - a. Presentation by Katherine Miller, Chief Probation Officer; Dawn Stueckle, Sunset Youth Services; and Kisai Henriquez, Huckleberry Youth Programs
- 4. Policy Framework – (DISCUSSION & POSSIBLE ACTION)**
  - a. Discussion led by President Margaret Brodtkin
- 5. Chief's Report – (DISCUSSION)**
  - a. Monthly data report highlights
  - b. Workforce updates
  - c. Transformation updates
  - d. Journey to Justice: New Zealand Learning Cohort

6. **Future Agenda Items** – (DISCUSSION & POSSIBLE ACTION)
7. **Review and Approval of the Commission Retreat Meeting Minutes for October 18, 2024** – (DISCUSSION & ACTION)
8. **Review and Approval of the Commission Meeting Minutes for November 13, 2024** – (DISCUSSION & ACTION)
9. **Review and Approval of the Commission Meeting Minutes for December 11, 2024** – (DISCUSSION & ACTION)
10. **Adjournment** – (ACTION ITEM)

### **PUBLIC COMMENT INFORMATION**

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction. The Commission will hear public comment on all agenda items before, or during discussion of, the item. The Commission will also hear public comments on items not listed (see Agenda, Item 2).

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. 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.

Public comment may be made:

- 1) In person at the meeting.
- 2) By email to [JUV-ProbationCommission@sfgov.org](mailto:JUV-ProbationCommission@sfgov.org) if received no later than 12:00 pm the Tuesday before the meeting.
- 3) By leaving voicemail at 415-271-2861. Comments submitted no later than 12:00 pm the Tuesday before the meeting will be read into the record during the meeting and will be treated as a substitute to providing public comment during the meeting.

NOTE: Persons who submit by written public comment or by voice mail in advance on an agenda item will not be permitted to also provide public comment on the same agenda item(s) in-person during the meeting.

### **Instructions for Public Comment Callers**

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

1. Call 415-655-0001, enter Access Code 2599 015 4448, then press “#” when asked for ID, and 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 hear a prompt saying, "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.

### **DISABILITY ACCESS & ACCOMMODATION**

**City Hall Room 408** is wheelchair accessible. Remote public participation is available upon request for individuals who cannot attend in person due to disability. Making a request to participate remotely no later than one (1) hour prior to the start of the meeting helps ensure availability of the meeting link.

Sign Language Interpretation is also available upon request. If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of 4-business hours prior to the start of the meeting.

For all other modification or accommodation requests, please contact the Commission Secretary by phone at (415) 271-2861 or by email [JUV-ProbationCommission@sfgov.org](mailto:JUV-ProbationCommission@sfgov.org) at least two (2) business days before the meeting.

**Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available.** After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability. We anticipate having a functioning lift after the completion of construction in May 2025. There are

elevators and accessible restrooms located on every floor.

**Allowing a minimum of 48-business hours for all other accommodation requests helps ensure availability.**

**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 [soft@sfgov.org](mailto:soft@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 website at <https://sf.gov/>.

**LOBBYIST ORDINANCE**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: <https://sfethics.org/>.

**MEETING AND AGENDAS POLICIES** Citizens are encouraged to testify in person at JPC Meetings and/or write letters to the JPC and to its members: c/o Juvenile Probation Commission, 375 Woodside Avenue, San Francisco, CA 94127.

JPC procedures do not permit:

- Persons in the audience to vocally express support or opposition to statements by Commissioners or by other persons testifying;
- Ringing and use of cell phones, pagers, and similar sound-producing electronic devices (Violators may be removed from the meeting room); and
- Signs to be brought into the meeting or displayed in the meeting room.

**CHEMICAL SENSITIVITY** In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical base products. Please help the City accommodate these individuals.