

**Hon. Susan Etezadi**  
Presiding Juvenile  
Court Judge, Superior  
Court

**Sup. David Canepa**  
Board of Supervisors,  
District 5

**Judith Holiber**  
Deputy County Counsel

**Commissioners**

**Monroe Labouisse**  
Chair

**Wesley Liu**  
Co-Vice Chair,  
Administration

**Ameya Nori**  
Co-Vice Chair,  
Administration

**Karin Huber-Levy**  
Vice Chair, Membership

**Zahara Agarwal**

**Paul Bocanegra**

**Whitney Genevro**

**Sathvik Nori**

**Johanna Rasmussen**

**Ruth Singh**

**Susan Swope**

**Melissa Wilson**



Juvenile Justice Commission  
and  
Delinquency Prevention Commission

September 26, 2023  
5:15pm

Location and Public participation instructions attached

**Joint Meeting: Juvenile Justice and Delinquency Prevention Commissions**  
**AGENDA**

*Public comment will be accommodated under Item II for items not on the agenda. The Commission requests that members of the public, who wish to comment on items on the agenda, submit a request to the Chair prior to the start of the meeting so that they may be recognized at the appropriate time.*

**I. Preliminary Business**

- a. Call to Order
- b. Translation Services for JJDPC meetings
- c. Roll Call and Establish Quorum
- d. Minutes from August 2023 Meeting
- e. Agenda Review and Approval
- f. Recognition / Dedication

**II. Oral Communications**

*This item provides an opportunity for public comment on items not on the agenda (Time limit – two (2) minutes per person). There will be opportunity for public comment on agenda items as they are considered.*

**III. Updates from System Partners**

- a. Court
- b. Private Defender
- c. Probation

**IV. Membership Updates**

- a. New Candidates (Huber-Levy)
- b. Resignation of Commissioner Rebecca Flores

**V. Inspections**

- a. Inspections Updates (Rasmussen, Wilson)
- b. Canyon Oaks Inspection Report (Labouisse)

**VI. New Business, Updates and Announcements**

- a. Nominations for 2024 JJDPC Officers (Labouisse)

- b. Transition Project (Singh)
- c. Educational Progress Project (Wilson)
- d. Decide on October meeting date (Labouisse)
- e. 2023 Retreat/Offsite (Labouisse)

**VII. Adjournment of Joint Meeting**

**VIII. Convene Juvenile Justice Commission**  
*Commissioners only and In-Person only*

## **JJDPC Meeting, September 26, 2023 Public Participation Instructions**

In 2023, the Juvenile Justice and Delinquency Commission's meetings are being held in person, but will also continue to be accessible to the public by videoconference.

Translation services are available on videoconference for Spanish speakers.

### **Join In Person**

Location:

The College of San Mateo  
1700 W. Hillsdale Boulevard, San Mateo, CA 94402  
College Heights Conference Room  
Building 10, 4th Floor, Room 468  
[Campus map](#)

Free parking is available in front of and across the street from the entrance to Building 10.

If you wish to speak to the Commission during public comment, you may raise your hand using Zoom with the Reactions button at the bottom of your screen, or indicate that you would like to speak if you are attending in person. If you have any materials that you wish distributed to the Commission and included in the official record, please send an email before the meeting to [sanmateojjdc@gmail.com](mailto:sanmateojjdc@gmail.com) and attach the materials.

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/82614327939?pwd=ck9wU3M2Q2JMU1JBRTVVVYTRZS2JxUT09>

One tap mobile +16694449171,, 82614327939#,,,,\*432107#

Dial-in +1 669 444 9171  
Meeting ID: 826 1432 7939  
Passcode: 432107

**Next Meeting: TBD\*\*, 2023, 5:15 p.m.  
In Person Location: Same as above**

**\*\* Note: The last Tuesday of October is Halloween, so our next meeting date is likely to change**

MEETINGS ARE ACCESSIBLE TO PEOPLE WITH DISABILITIES. INDIVIDUALS WHO NEED SPECIAL ASSISTANCE OR A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR WHO HAVE A DISABILITY AND WISH TO REQUEST AN ALTERNATIVE FORMAT FOR THE AGENDA, MEETING NOTICE, AGENDA PACKET OR OTHER WRITINGS THAT MAY BE DISTRIBUTED AT THE MEETING, SHOULD CONTACT SECRETARY ADRIANA CASTANEDA AT (650) 312-8876 AT LEAST 72 HOURS BEFORE THE MEETING AS NOTIFICATION IN ADVANCE OF THE MEETING WILL ENABLE THE COUNTY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING AND THE MATERIALS RELATED TO IT. ATTENDEES TO THIS MEETING ARE REMINDED THAT OTHER ATTENDEES MAY BE SENSITIVE TO VARIOUS CHEMICAL BASED PRODUCTS.



COUNTY OF SAN MATEO  
Juvenile Justice and Delinquency Prevention Commission  
222 Paul Scannell Drive • San Mateo, CA 94402  
**Minutes of the Juvenile Justice & Delinquency Prevention Commission**  
**August 29, 2023 | 5:15-7:15 pm**  
**College of San Mateo College Heights Conf. Room and Zoom**  
**MINUTES**

**Commissioners Present:** Monroe Labouisse, Chair; Wesley Liu, Co-Vice Chair Administration; Ameya Nori, Co-Vice Chair Administration; Karin Huber-Levy, Vice Chair Membership; Paul Bocanegra; Johanna Rasmussen; Susan Swope; Melissa Wilson; Sathvik Nori; Whitney Genevro

**I. Preliminary Business**

The regular monthly meeting of the Juvenile Justice and Delinquency Prevention Commissions was called to order by Chair Labouisse at 5:15pm February 28, 2023, in the College Heights Room at the College of San Mateo. A quorum was established at 5:17 pm.

**M://Swope, S://Liu**, to approve the minutes of the June 27, 2023 meeting. Approved unanimously.

**M://Swope, S://Liu**, to approve the minutes of the July meeting. Approved unanimously with edits.

**M://Swope, S://Liu** to approve the agenda. Approved unanimously.

Judge Etezadi swore in commissioners Zahara Agarwal and Ruth Singh

Judge Etezadi swore in all commissioners on the Oath of Confidentiality

**II. Oral Communications (Public Comment):**

No Public Comment

**III. Updates from System Partners:**

**a. Private Defender (Rayes)**

In the last four weeks, the Private Defender's office was assigned 47 cases. Of the 47, 4 were alleged 707(b) offenses, and 11 were petitions to seal records. They had 44 calls on the Miranda Hotline. The Private Defender Program reported more collaboration with Stanford Youth Education Law Project.

**b. Probation (Aram, Clark)**

21 youth in custody (20 males, 1 female), 2 girls at Camp.

Clark's update will be attached below, no update at the meeting.

**IV. Presentation by In Our Care (Becca Kieler, Beth von Emster)**

- a.** In Our Care presented on their organization, requesting more information around what they and other community members can do to assist with the current Juvenile Justice system.



COUNTY OF SAN MATEO  
Juvenile Justice and Delinquency Prevention Commission  
222 Paul Scannell Drive • San Mateo, CA 94402

**V. Current Commission Projects – Update**

- a. 2023 Inspections (Rasmussen and Inspection Leads)
  - a. YSC Inspection (Rasmussen and Nori) – Finished day 1, having trouble scheduling day 2, will compile hopefully in time for October meeting.
  - b. Camp Kemp Inspection (Rasmussen and Bocanegra) – Same as YSC, scheduling day 2, hopefully in time for October meeting.
  - c. Education Inspection (Wilson, et. al) has not started, scheduling, finishing final details, should be easy to write with many people
  - d. Canyon Oaks Inspection completed, report will be drafted for September meeting.
- b. [Website](#) for transitioning youth (Agarwal)
  - a. Commissioner Agarwal presented on new website of youth transitioning out of juvenile hall. Received feedback to add more information, will update next meeting.

**VI. New Business, Updates and Announcements**

- a. Tattoo Removal services for youth (Rasmussen)
  - a. Tattoo removal program ran through Redwood City PAL, for free, requires application.
  - b. Company New Skin approved by probation, being brought into Juvenile Hall, to remove tattoos of youth in the hall.
- b. COE Resolutions on Court & Community Schools (Rasmussen)
  - a. SMCOE reversed removal of Gateway Center school, will be continuing contracts with SMC districts.
- c. JJCC quarterly meeting (Huber-Levy)
  - a. Commissioners Huber-Levy and Rasmussen attended JJCC meeting:
    - 1. AB 505 swaps Juvenile Justice jurisdiction from BSCC to OCYR.
    - 2. JJCC is working to write LCAP for future years.
  - b. 2023 Retreat/Offsite (Labouisse)
    - 1. Offsite scheduled September 23<sup>rd</sup>, 2023
    - 2. Congregational Church of San Mateo donated space for retreat, county gave

Meeting adjourned at 6:59 p.m.

**Next Meeting: Tuesday, September 26, 2023**



# COUNTY OF SAN MATEO

Juvenile Justice and Delinquency Prevention Commission

222 Paul Scannell Drive • San Mateo, CA 94402 • (650) 312-5254

## APPLICATION FOR COMMISSION

Special Requirements: **APPLICATIONS WILL NOT BE CONSIDERED UNLESS APPLICANT:**

1. HAS ATTENDED TWO (2) MEETINGS OF THE COMMISSION
2. IS A RESIDENT OF SAN MATEO COUNTY

Information provided on this application is public information and may be made available to other applicants, members of the press, or to the general public.

WOULD YOU BE ABLE TO ATTEND COMMISSION MEETINGS, WHICH ARE SCHEDULED THE LAST TUESDAY OF THE MONTH FROM 5:15 P.M. TO 7:15 P.M.? YES  NO

NAME: STEVE GRIEB EMAIL: [REDACTED]

STREET ADDRESS: [REDACTED]

ZIP CODE: 94402 CITY: SAN MATEO NEIGHBORHOOD: ? BAYWOOD ?

LENGTH OF RESIDENCE IN SAN MATEO COUNTY: 5 MONTHS (SINCE 3/23/2023)

WHICH MEETINGS HAVE YOU ATTENDED? JULY 25, 2023 / MAY 30, 2023 (VIRTUALLY 4/25/2023 AFTER THE FACT)

HOW DID YOU BECOME AWARE OF THE OPENING? WAS INFORMED BY KADIN HUBER-LEVY

WHY ARE YOU SEEKING THIS APPOINTMENT? ADOLESCENT JUSTICE, IS CRUCIAL & I WOULD LIKE TO BE ABLE TO DIRECTLY HELP TO IMPROVE THE ADMINISTRATION OF JUVENILE JUSTICE (J.J.)

EDUCATIONAL BACKGROUND: BA 1972 IN GOVERNMENT, LEHIGH UNIV., BETHLEHEM, PA

JD 2007, UNIVERSITY OF KANSAS, LAWRENCE, KS

①

PROFESSIONAL EXPERIENCE: 13 YEARS AS AN ATTORNEY WITH THE KANSAS SUPREME COURT; LAST 12 YEARS THERE AS GENERAL COUNSEL TO 3 DIFFERENT CHIEF JUSTICES.

WAS A CASA VOLUNTEER IN LAWRENCE, KS FOR 3 YEARS WHILE IN LAW SCHOOL.

EMPLOYER AND EMPLOYER'S ADDRESS: FORMERLY (RETIRED 2020):

KANSAS SUPREME COURT, 301 SW 10<sup>TH</sup> AVE, #374,  
TOPEKA, KS 66612 - TEL 785.296.3229

CIVIC ACTIVITIES (Please include present or past membership on boards, committees, and participation in the activities of community groups and organizations.):

CASA VOLUNTEER, LAWRENCE KS (CITIZEN REVIEW Bd. EEE)

PRESIDENT, LYME ASSOCIATION OF GREATER KC

SECRETARY, ROCK RIDGE (NJ) COMMUNITY ORGANIZATION

CURRENTLY, PROJECT READ TEACHER  
IN SAN MATEO LIBRARY

- with 18 yr old who is applying  
for police office in SMC

WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION? (Include languages.)

LEGAL, MANAGERIAL, & ADMINISTRATIVE BACKGROUND.

EXPERIENCE w/ YOUTH IN THE J. J. SYSTEM

HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH? (Please describe.)

YES - ① AS A CASA VOLUNTEER WITH TWO PRE-ADOPTIVE CHILDREN THROUGH THEIR ADOPTION

② AS AN ADMINISTRATOR IN LAWRENCE KS WITH THE CITIZEN REVIEW BOARD (MONITORING YOUTH IN THE JUDICIAL SYSTEM TO ASSURE THEY RECEIVED SERVICES DUE THEM)

DO YOU OR HAVE YOU HAD A PERSONAL CONNECTION WITH SOMEONE IN THE JUVENILE JUSTICE SYSTEM? (Please provide context):

NOT CURRENTLY, BUT SEE PREVIOUS RESPONSE:

TO ASSURE THEY RECEIVED SERVICES DUE THEM

OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?

PROBATION WORK; EDUCATIONAL SKILLS ATTAINMENT IN DETENTION;

TRANSITIONING OF DETAINED YOUTH; RESTORATIVE PRACTICES IN

SCHOOLS. ALL ARE CRUCIAL TO IMPROVING THE ABILITIES

OF YOUTH IN THE J. J. SYSTEM TO REINTEGRATE FULLY & WELL.

HOW MUCH TIME DO YOU HAVE TO DEVOTE TO COMMISSION WORK?

I AM RETIRED, SO HAVE NEARLY UNLIMITED TIME (if

DESIRE) TO CONTRIBUTE

Signature

Date

8/25/2023





# COUNTY OF SAN MATEO

## Juvenile Justice and Delinquency Prevention Commission

222 Paul Scannell Drive • San Mateo, CA 94402 • (650) 312-5254

### APPLICATION FOR COMMISSION

Special Requirements: **APPLICATIONS WILL NOT BE CONSIDERED UNLESS APPLICANT:**

- HAS ATTENDED TWO (2) MEETINGS OF THE COMMISSION**
- IS A RESIDENT OF SAN MATEO COUNTY**

*Information provided on this application is public information and may be made available to other applicants, members of the press, or to the general public.*

WOULD YOU BE ABLE TO ATTEND COMMISSION MEETINGS, WHICH ARE SCHEDULED THE LAST TUESDAY OF THE MONTH FROM 5:15 P.M. TO 7:15 P.M.? YES x NO     

NAME: Tiffany Uhila-Hautau EMAIL: [REDACTED]

STREET ADDRESS: [REDACTED]

ZIP CODE: 94303 CITY: E. Palo Alto NEIGHBORHOOD:     

LENGTH OF RESIDENCE IN SAN MATEO COUNTY: 40

WHICH MEETINGS HAVE YOU ATTENDED? June 2023

HOW DID YOU BECOME AWARE OF THE OPENING? Chairman, Monroe.

WHY ARE YOU SEEKING THIS APPOINTMENT? To deepen the connections & resources allocated to our community. I would like to take an active role on various policies that affect our community. Advocate for the youth.

EDUCATIONAL BACKGROUND: AA Health Education University of Phoenix

PROFESSIONAL EXPERIENCE: 10+ yrs @ Ravenswood Family Health Center.

Anamatangi Polynesian Voices (6 yrs)

EMPLOYER AND EMPLOYER'S ADDRESS: Anamatangi Polynesian Voices  
152 Daphne Way EPA 94303

CIVIC ACTIVITIES (Please include present or past membership on boards, committees, and participation in the activities of community groups and organizations.):

YMCA P.A. Board (1 yr)

Stanford Healthcare Community Council (9 mos)

EPA Comm. Archive (Board)

EPA JR Golf (Alumni & funding board member)

EPA Substance Abuse Prevention Coalition (one EPA PA)

BHRS (member & partner) 15+ yrs mental health  
Outreach Contract w/ S.M. County BHRS -

WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION? (Include languages.)

Tongan language / Samoan comprehension

Cultural Relevancy

Passion and commitment to the advancement of our Comm./youth.

HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH? (Please describe.)

Created & developed youth program geared towards advocacy around challenges faced. Supporting families through holistic mechanisms and cultural/linguistic approaches.

DO YOU OR HAVE YOU HAD A PERSONAL CONNECTION WITH SOMEONE IN THE JUVENILE JUSTICE SYSTEM? (Please provide context):

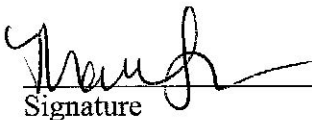
NO.

OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?

Elevate youth through restorative <sup>alternative</sup> practices by raising awareness and cultural ways of healing & reconciliation.

HOW MUCH TIME DO YOU HAVE TO DEVOTE TO COMMISSION WORK?

10-20 hrs / per month - sitting and contributing to sub committees etc.

  
Signature

6/19/23  
Date

*This application may remain on file for six months from the date of submission.*

PLEASE COMPLETE AND MAIL OR EMAIL TO:

Juvenile Justice & Delinquency Prevention Commission  
C/O Adriana Castaneda, Administrative Secretary III  
San Mateo County Probation Department  
222 Paul Scannell Drive  
San Mateo, CA 94402

Email: [acastaneda@smcgov.org](mailto:acastaneda@smcgov.org)



# COUNTY OF SAN MATEO

## Juvenile Justice and Delinquency Prevention Commission

222 Paul Scannell Drive ☎ San Mateo, CA 94402 ☎ (650) 312-5254

### APPLICATION FOR COMMISSION

Special Requirements: **APPLICATIONS WILL NOT BE CONSIDERED UNLESS**

**APPLICANT: 1. HAS ATTENDED TWO (2) MEETINGS OF THE COMMISSION**

**2. IS A RESIDENT OF SAN MATEO COUNTY**

*Information provided on this application is public information and may be made available to other applicants, members of the press, or to the general public.*

WOULD YOU BE ABLE TO ATTEND COMMISSION MEETINGS, WHICH ARE SCHEDULED THE **LAST TUESDAY** OF THE MONTH FROM 5:15 P.M. TO 7:15 P.M.? **YES**

NAME: Ruchi

EMAIL: [REDACTED]

STREET ADDRESS: [REDACTED]

ZIP CODE: 94025

CITY: Menlo Park

NEIGHBORHOOD: Menlo Oaks Drive

LENGTH OF RESIDENCE IN SAN MATEO COUNTY: 15 years

WHICH MEETINGS HAVE YOU ATTENDED? May 30, 2023, and June 27, 2023

HOW DID YOU BECOME AWARE OF THE OPENING?

While working with various nonprofits in my book drives for incarcerated people and writing a research paper about the criminal justice system, I was curious how I could get more involved in prison reform efforts on a county level. In consequence, I looked up my county's engagement in criminal justice and discovered the

Juvenile Justice and Delinquency Prevention Commission. During one of the meetings I attended, the Commission mentioned the opening.

#### WHY ARE YOU SEEKING THIS APPOINTMENT?

All too often, once a person is incarcerated in the United States, they are pushed to the very corners of society—away from acknowledgment, empathy, and basic human rights. They are casted off as “bad” and the conversation is over. For incarcerated youth, this perception is especially damaging as society gives up hope on them merely because they made a mistake and/or have a marginalized identity that made them more predisposed to interactions with law enforcement. For the past two years, I have been trying to open up this conversation around people who are incarcerated through research and community activities. I have been writing a research paper with a UCLA Prison Studies scholar about the American prisoner rights movement to understand the history of prison reform and what can be done in the present. I have additionally been organizing book drives to send books to prisons and workshops around prison reform in schools. In the workshops, it was evident how far-reaching the consequences of mass incarceration are today from listening to students’ own experiences with the criminal justice system, and it was clear that change needed to be made.

In one such book drive, I learned about Norway’s unique criminal justice system and low recidivism rates from one of my panel speakers. In consequence, I applied for a grant to study Norway’s prison system. After receiving the HAND Foundation’s Summer Fellowship Award, I traveled to Norway in June of 2023, where I talked to leaders of the Red Cross’ reentry program, lawyers, judges, formerly and current incarcerated people, researchers, and prison officers (and the people who train the prison officers). I additionally joined the European Prison Education Association conference where I talked to numerous prison educators from around the world. Upon coming back, I wrote several policy proposals for Congresswoman Eshoo, whom I had previously worked with on her Student Advisory Board. I proposed increasing funding for HVAC systems in prisons and reducing sentencing for simple possession of drugs.

Before and after my trip to Norway, I attended the Juvenile Justice and Delinquency Prevention Commission meeting. I particularly appreciate JJDPC’s emphasis on the voices of incarcerated people and their relatives. Several parents of incarcerated people spoke about their personal experience of navigating the criminal justice system, and one commissioner suggested engaging more incarcerated youth in the Commission meetings. The Commissioners discussed their inspection of the juvenile detention centers and their evaluation of the conditions, and I again appreciated this transparency of how youth are being treated in prison, removing the ambiguity around detention centers and making it known what exactly needed to be changed. Furthermore, I enjoyed the community effort that was brought forth in the meetings—with judges, nonprofits, parents, high schoolers, lawyers, and others attending—and I wanted to be part of that effort.

I feel that my advocacy work is still very much distanced from the lives of incarcerated youth. I can spread awareness all I want, but there is a huge difference between that and what JJDPC does. They make tangible changes in detention centers. I am seeking this appointment in the Commission to contribute to making these

improvements in detention centers and the lives of current and formerly incarcerated youth, utilizing my experience from Norway, policy background, and partnerships with various nonprofits from my workshops and book drives.

#### EDUCATIONAL BACKGROUND:

I am a rising junior at Menlo School. Last summer, I was selected to join the ACLU's National Advocacy Institute, where I attended the courses: "Know Your Rights: Interacting with the Criminal Legal System," "What Makes a School 'Safe?'" (The School to Prison Pipeline," among others. Furthermore, I was admitted into the Stanford Daily's Summer Journalism Program where I wrote an article about ending the spousal rape exception in California (AB-1171) in their newspaper. I was also selected for Columbia University's course "Human Rights in the 21st Century," where I discussed, critiqued, and wrote about human rights under the mentorship of Dr. Michelle Chun, a former political science professor at Columbia and currently an assistant professor at the Rochester Institute of Technology. I wrote the essay "'State-Ordered Sexual Violence': Strip and Body Cavity Searching in United States Prisons" in the program which was awarded a Gold Key from the 2023 Scholastic Art and Writing Awards Contest. Dr. Michelle Chun commended me for my "undergraduate-level research" in her evaluation of my work.

#### PROFESSIONAL EXPERIENCE:

I am the spokesperson on Congresswoman Anna Eshoo's Student Advisory Board where I led one of the sub-groups in writing a policy proposal around increasing HVAC systems in federal prisons. I presented our policy to the Congresswoman and continued to work with her in writing a proposal around reducing sentencing for people convicted of simple possession of drugs (instead incentivizing them to admit themselves to a treatment program if they have an addiction). I was awarded a Certificate of Special Congressional Recognition from the United States Congress. I am additionally a writer for the LA Times HS Insider, staff writer for Redefy (a social justice non-profit organization), and editor of the Menlo Literary Magazine.

#### EMPLOYER AND EMPLOYER'S ADDRESS:

The Palo Alto District Office of Congresswoman Eshoo is at 698 Emerson Street Palo Alto, CA 94301, although the work I have done on her Student Advisory Board has been done online. Isabella Balandran is the Co-Producer of HS Insider, and there is no specific address for the publication. Redefy was founded by Ziad Ahmed, and the Menlo Literary Magazine is a part of my school.

CIVIC ACTIVITIES (Please include present or past membership on boards, committees, and participation in the activities of community groups and organizations.):

I am a member of the European Prison Education Association, where I participated in their 2023 conference about best practices around prison education. In particular, I learned about how to motivate youth in prison to

learn by forming relationships with them, creating individualized plans, and giving them autonomy in their education.

I have worked with and run book drives for Wisconsin Books to Prisoners, Inside Books Project, Prison Literature Project, and the Women's Prison Book Project, sending 300+ books to people in prison.

Outside of prison reform, I am an ambassador for One Prosper International, where I lead teaching efforts for underprivileged girls in India, and I am a former member of the Safespace Youth Action Board, a mental health nonprofit.

WHAT STRENGTHS AND SKILLS WOULD YOU BRING TO THE COMMISSION? (Include languages.)

I have substantial experience in research and writing. I won two Gold Keys from the 2023 Scholastic Art and Writing Awards contest for my essays related to strip and body cavity searching in American prisons and mental health, and I was in the top 10% of submissions for both the 2022 and 2023 John F. Kennedy Profile in Courage Essay Contests. I additionally won an honor award from the Library of Congress's Letters about Literature Contest in 2019. Furthermore, I have experience with journalism and interviewing; my writing has been published in The Stanford Daily, the LA Times, and the San Jose Mercury News. I have researched under a UCLA Prison Studies Scholar and professors from Columbia University. As a youth commissioner, my research and journalism experience will allow me to properly investigate conditions within detention centers and interview people involved in the criminal justice system in order to understand exactly what the Commission should focus on.

I furthered my research in June of 2023 after I was awarded the HAND Foundation's Summer Fellowship Award to travel to Norway and research their criminal justice system. Though the country is not perfect, the foundations of their prison system are definitely something the United States could learn from and that I'd love to present about in the commission. An important aspect of their system is the import model, where most of the services provided in prison are imported from the free world. For instance, teachers in prison are regular teachers from schools on the outside. This approach helps ensure that incarcerated people receive equal treatment. I learned about this model and many other facets of the Norwegian system from interviewing numerous key actors in the Norwegian criminal justice system. I would love to connect these international experts to the JJDC to add new perspectives to the Commission's efforts.

As spokesperson of Congresswoman Anna Eshoo's Student Advisory Board, I have skills in policy writing. I will bring my findings from my research into tangible policy proposals in the Commission if needed.

I am also formerly the captain of Menlo's parliamentary debate team, where I organized equity forums, planned curriculum, and coached novices. I have been awarded 5th Best Varsity Speaker at 2021 NYPDL April, 14th Best Speaker at 2022 John Lewis SVUDL, and 11th Best Speaker at 2022 NYPDL March. My positions as both



the spokesperson of Congresswoman Eshoo's Student Advisory Board and captain of my school's debate team have provided me with leadership experiences that I hope to use in the Commission to organize and follow through with the projects I will be involved in.

I have additionally built numerous partnerships with nonprofits and schools through the book drives I run to send books to incarcerated people and workshops, which I hope to connect with JJDPC to broaden the Commission's impact.

I am in the silver division of the USA Computing Olympiad and can code in Java, C, and Python. I heard about one of the projects a Commissioner was working on to establish a website with resources for people in youth detention centers and would love to apply my computer science skills in this effort. I can also speak French.

**HAVE YOU WORKED WITH OR ADVOCATED FOR YOUTH? (Please describe.)**

In my workshops and book drives at schools, I have worked with youth to raise awareness around criminal justice reform and provide a safe space for those with relatives in prison. I have run events at Menlo School, Menlo Atherton High School, and Hillview Middle School, and I have been in communication with Khan Lab School, Mountain View Los Altos High School, La Entrada Middle School, and The Peninsula School. In my workshops, I asked students what they imagined when they thought of an incarcerated person, and many brought up their own uncles, parents, and siblings. I sought to decrease the stigma around people in prison and bring their stories to the table, as I read the writings of various incarcerated people and talked through our reactions as a group.

Besides these events, I used to be a member of the SafeSpace Youth Action Board, a nonprofit around mental health advocacy for youth, where I curated resources for students of color with mental health issues and helped make presentations about mental health to be shown in schools. I also worked with youth as captain of my parliamentary debate team (coaching middle schoolers) and as a writing tutor.

**DO YOU OR HAVE YOU HAD A PERSONAL CONNECTION WITH SOMEONE IN THE JUVENILE JUSTICE SYSTEM? (Please provide context):**

I do not have a personal connection with someone in the juvenile justice system.

**OF OUR CURRENT PROJECTS, WHICH ARE MOST INTERESTING TO YOU AND WHY?**

Though I'd love to join any of the projects, I am most interested in Understand the Transitioning of Detained Youth. In Norway, one formerly incarcerated person I talked to, Johan Lothe, described to me that the real punishment for his crime was reentering society after his imprisonment. He explained how he had trouble socializing and doing what used to be normal parts of his daily life. I can only imagine how hard it would be for children if adults go through this struggle. Lothe is now the director of the nonprofit Wayback which helps

formerly incarcerated people with this reentry process. Given the high overdose and suicide rates shortly after people are released from prison, this effort is extremely crucial and important to me. In Wayback, outside of assisting people with finding education, employment, and housing, much of the reentry process also had to do with simply keeping themselves busy—finding healthy hobbies to replace turning to substances with their newfound freedom. Additionally, Wayback focused on building relationships with people when they come out of prison, where people who had experience in the system would help formerly incarcerated people through this process. I'd like to lead similar efforts in the Commission project so that incarcerated youth don't reenter the prison system or return to the situations that may have led them to commit the crime. I'd love to also connect this project with Wayback and Johan Lothe in order to provide an example of a working reentry program. I am also connected with the Red Cross's reentry program, as I met the head of the program, Stian Estenstad, when I was in Norway. Estenstad established a Return Center which had job training programs, cafes, assistance with finances, and more for formerly and currently incarcerated people. I would help with similar efforts in San Mateo County and beyond.

HOW MUCH TIME DO YOU HAVE TO DEVOTE TO COMMISSION WORK?

JJPC will be my utmost priority, as I have stepped down from my role as captain of my school's debate team to pursue criminal justice reform. Hence I will devote as much time as needed to bring our projects to fruition.

**Ruchi Mangtani** (written signature attached in separate pdf)  
Signature

**7/15/2023**  
Date

*This application may remain on file for six months from the date of submission.*

PLEASE COMPLETE AND MAIL OR EMAIL TO:

Juvenile Justice & Delinquency Prevention Commission  
C/O Adriana Castaneda, Administrative Secretary III  
San Mateo County Probation Department  
222 Paul Scannell Drive  
San Mateo, CA 94402

Email: [acastaneda@smcgov.org](mailto:acastaneda@smcgov.org)

**Juvenile Justice and Delinquency Prevention Commission  
San Mateo County, California**

**Group Home Inspection**

**Facility Name:** Canyon Oaks Youth Center

**Phone Number:** (650) 839-1810

**Address:** 400 Edmonds Rd, Redwood City, 94062

**Date of Last Inspection:** Sept. 7 & 20, 2022

**Dates of Inspection:** August 23, 2023

**Facility Capacity:** 12 ( 11 since pandemic)

**Annual Population:** Average 9-10

**Population at time of inspection:** 8 youth in residence (4 female/4 male); 1 youth AWOL; all current residents are from San Mateo County; since date of last inspection, all youth have been referred through Special Education/IEP

**Contact Person:** Victoria Valencia, Head of Service, Clinical Services Manager

**Facility Commission Inspection Team:** Monroe Labouisse (Lead), Susan Swope, Karin Huber-Levy

**School Commission Inspection Team:** Melissa Wilson, Whitney Genevro, Wesley Liu

**Presiding Juvenile Court Judge:** Hon. Susan Irene Etezadi

**Facility Overview**

Canyon Oaks Youth Center (COYC) opened in August 2003 as a Level 14 group home. To comply with the policy changes of AB403 (Continuum of Care Reform, 2015), COYC converted to a Short Term Residential Treatment Program (STRTP) facility, receiving their permanent STRTP license on June 1, 2019. COYC is a co-ed facility with 12 beds, located at the Cordilleras site in Redwood City, and operated by the Behavioral Health and Recovery Services (BHRS) Division of San Mateo County Health. The program serves seriously mentally ill and emotionally disturbed boys and girls, ages 12-18. Serving as an alternative to psychiatric hospitalization for youth in crisis, the program's "crisis beds" are used to stabilize out-of-control, dangerous behaviors so that youth can be returned to the community as quickly as possible. The program also serves the most challenging youth that require out-of-home treatment for a longer period of time. Intensive individualized services are provided to these youth, engaging families as working partners in the treatment process. Youth in COYC can also be AB12 youth (extended foster care). The program is designed to work closely with all levels of service providers within BHRS and the referring agencies of Children and Family Services, Juvenile Probation, and local Special Education Departments, to provide effective and well-integrated services.

Before placement, residents are certified by the County's Interagency Placement Review Committee as youth who require residential treatment services at an STRTP that provides intensive mental health services. The objective of the program is to help youth reduce symptoms, gain stability, and transition into the least restrictive setting in which they can succeed. The typical resident spends one year at Canyon Oaks.

COYC is guided by a program philosophy that provides placement for youth who face serious emotional and behavioral challenges: they strive to ensure that youth are not discharged as a result of their prior or current challenging behaviors. This is referred to as a 'no eject, no reject' philosophy. If the treatment team is unable to meet a youth's needs safely or adequately, a treatment plan is made for the youth to be transferred to a facility that can better meet their needs. A plan is made for a youth to return to COYC once they have been stabilized. The ultimate goal is always to return the youth, in the least amount of time possible, to the least restrictive setting in which they can succeed.

## **EXECUTIVE SUMMARY**

### **Commendations**

We visited Canyon Oaks Youth Center on August 23, 2023 to interview Victoria Valencia, Head of Service. During our visit we interviewed Ms Valencia, toured the facility, and reviewed key documents.

Our overall impression of the facility is that it is professionally run by a knowledgeable and dedicated staff large enough to present a very favorable staff-to-resident ratio, and that despite the fact that teens in an STRTP setting will often have some complaints, they are generally well cared for and appear to appreciate the team at Canyon Oaks and the services provided to them. The facility is commendable and does a very good job of serving the youth entrusted to their care.

One specific commendation this year is that last year's inspection team's concerns about procurement and the slow pace of repairs being made has mostly been mitigated. The physical condition of the facility is very good, the basketball court has finally been resurfaced, a new generator installed, and repaired tech equipment provided. There are always repairs and replacements that a facility would like to have but can't get immediately, but Canyon Oaks largely seems to have what it needs from the County's procurement department.

### **Concerns & Recommendations**

As stated above, the facility is commendable for the treatment, services and opportunities provided for residents. The physical facility is well maintained and provides a positive, supportive environment for residents. The laundry machines are still in need of upgrading, but a new washer and dryer are on order with BHRS procurement. In the meantime, bed linens and towels are sent out to a commercial service for laundering.

**Other Notes:**

**Access to Youth**

JJDPC Commissioners are permitted to interview and view the records of youth who have been placed at COYC by the court. COYC confirmed that all youth placed at COYC since the date of the 2022 inspection have been referred by their school district. Accordingly, the 2023 inspection team did not have access to youth records or conduct any interviews with youth during this inspection.

**Response to COVID-19 - Update:**

**What were the biggest challenges faced during the COVID-19 pandemic?** COVID-related restrictions on visitors and day and overnight passes have been lifted. School has also now returned to its pre-pandemic format and is entirely in person. Online education is occasionally used to enhance in-person offerings.

**What protocols and practices have been kept in place?** The facility staff still offers Zoom visits for convenience, however most youth and their families prefer in-person visits, as do staff, for the wellbeing of the residents. All therapy sessions are in person. Staff are no longer required to be masked; youth are not required to wear masks unless they have tested positive for COVID. On site COVID testing (both PCR and rapid) is available. Vaccinations are not mandatory.

**REPORTS**

**Fire Inspection Report:**             Yes  No            Date:  
Comments:

**Resident's Handbook:**             Yes  No            Date: no changes since last year  
Comments: Also available in Spanish

**Licensing Inspection:**             Yes  No            Date: 5/25/2023  
Rating: No deficiencies

## AREAS REVIEWED

### Quality of Life

- ✓ Physical Buildings
- ✓ Meals/Nutrition
- ✓ Mental Health
- ✓ Physical/Dental Health
- ✓ Religious Services
- Volunteer Involvement
- ✓ Visiting

### Programs

- Education
- ✓ Vocational/Employability
- ✓ Community Service
- ✓ Individual/Group Counseling
- ✓ Substance Abuse
- ✓ Other: Recreation / Field Trips

### Persons Interviewed

- Youth
- ✓ Director
- Youth Supervisor/Staff
- Food Services Staff
- Other: \_\_\_\_\_

## YOUTH GENERAL INFORMATION

**Target population of youth:** The Mental Health Services at COYC serve emotionally disturbed youth aged 12-18 years old (up to 19 years old if Non-Dependent Minor) who are in residence at the CYOC, Short Term Residential Treatment Program. Youth are referred to COYC by Juvenile Probation, Children & Family Services of San Mateo County, and by school districts throughout San Mateo County per the IEP process. Placement is paid for by the referring school district. Each youth served will have been certified by the County's IPRC (Interagency Placement Review Committee) as requiring residential treatment services at an STRTP facility providing intensive mental health services. Canyon Oaks takes youth whose challenges are appropriate for the type of therapy they provide, which is dialectical behavior therapy. For example, they do not take on youth with intellectual disabilities. Youth need to have at least a 5th grade level reading ability.

All of the youth currently in residence were referred by school districts and their exit will be determined by an IEP team meeting or by a parent or guardian. One youth in residence is on informal probation, referred by a social worker.

**Age range of youth:** 12-19

**Ethnicity of youth:** "Mostly Latinx", per the Head of Service.

**Youths' home counties & number of youth per county:** San Mateo County only, by design, so that youth remain close to their families.

## STAFFING

**Describe staff specialties:** Clinical staff includes two full-time therapists (one is starting end of September 2023), plus an occupational therapist (Tina Jenson) and an art therapist (Pearl Krownauer). In addition, the Head of Service (Victoria Valencia) and Supervisor for Direct Care (Laketha Parker-Rodriguez) are also therapists. There is also a co-occurring AOD therapist (Wesley Oishigawa). A psychiatrist (Dr Osher) visits the Center two times per week (Wednesdays and Fridays) and is otherwise available as needed by telephone 24/7. BHRS assigns a replacement when Dr Osher is on vacation. Dr Osher is also available to staff, who consult her frequently.

**Describe staff including numbers, background, ethnicity, language:** Staff include a Supervising Mental Health Clinician (1), Mental Health Program Specialist (1), Psychiatric Social Workers/Marriage and Family Therapists (2.5), Creative Arts Therapist (1), Occupational Therapist (1), Psychiatrist (.25), Residential Counselors (19 plus per diem relief staff) and a Medical Office Specialist (1).

The 19 full-time Residential Counselors (RCs) provide care and coaching for residents and provide for their safety. Residential Counselors are the primary caregivers for residents and are on-site 24 hours a day, 7 days a week. Canyon Oaks also retains 12-13 'relief' RCs (may have up to 15) who are called on when full-time RCs need to take time off. Canyon Oaks always has at least one bilingual (Spanish-speaking) therapist on staff, and at least 3 of the RCs are bilingual. Regarding ethnicity of staff: 6 of the 19 full-time RCs are LatinX and bilingual; the remaining are biracial or African American/Black. Currently, there are 41 persons on staff at the Center.

**Educational requirements for staff:** All clinicians have at least a Master's degree. RCs are required to have at least a Bachelor's degree, and several have Master's degrees as well.

**Training provided for staff:** All staff receive a minimum of 40 hours of training every year, including the year they're hired, as required for STRTPs. At onboarding, RCs and clinicians receive direct training from more senior staff, e.g., 8 hours of shadowing, in addition to using the Relias online training system (a state-approved system for STRTPs) for start-up training. Ongoing training includes trauma-informed, cultural, suicide prevention, and County-required training. There is also a separate 40 hours (2 ½ days) training (similar structure) for clinicians. Proact Advantage training for hands-on situations includes trauma-informed care, cultural competence, and psychotropic medications. Clinicians also have required training of 36 hours every two years to maintain their license.

### **Staff to Youth Ratio**

**Awake:** RCs are on duty seven days per week: four for the morning shift, and six for the afternoon shift (10am to 6pm). In addition, during weekday work hours, the four staff clinicians/therapists are on site, plus the Head of Services and Supervisor for Direct Care. Teachers rotate in for different subjects during the school day. During the day on weekdays, staff often outnumber clients/youth.

**Sleeping:** Three RCs remain onsite for the overnight shift, seven days a week. One additional shift is being added, with one RC onsite from 5pm to 1am.

**How is staff backup handled during graveyard shift?** The 'relief' RCs are available to backup staff during the grave-yard shift. Several relief RCs prefer working grave-yard shifts. Normally, three RCs are staffed overnight, and even if the facility was at capacity with 12 youth and only two RCs were able to work, the facility would still be in compliance. Clinicians are onsite Monday through Friday.

In addition to RCs, either the Head of Service or Supervisor for Direct Care, both clinicians, are always on call 24/7, including during grave-yard shifts and on weekends to respond in the event that law enforcement must be called on site, e.g., for a 5150 call when a youth is a danger to themselves or others. Only the Head of Service or Supervisor for Direct Care are authorized to call law enforcement.

**Describe staff turnover, including frequency and reason:** There is little to no turnover amongst RCs at Canyon Oaks; most have a tenure of around 15 years. The Head of Service has also been at Canyon Oaks for many years. Staff clinicians turn over more frequently, which the Director described as typical when serving youth like the residents of Canyon Oaks. Staff clinicians tend to be clinicians early in their career who are still working on their licensing, and after a few years at Canyon Oaks, once they are licensed, most move on to other types of clinical work.

**Describe general staff and youth interactions:** We were unable to meaningfully observe staff and youth interactions because of the restrictions on access to youth described above.

#### **CONDITIONS OF BUILDING AND GROUNDS**

**Give a general description of the property:** The building is a one-story structure on the edge of a wooded area on three sides and a fire station and mental health hospital on the road leading up to it. There is a walled court inside the entrance. The building looks neat and maintained from the outside. The interior courtyard contains an area of artificial turf (installed last year), benches and tables, a freshly resurfaced basketball court, and planting boxes. Generally the recreation area looks more inviting than at our visit last year. . There are several small vegetable/flower beds that have been planted and are tended by the residents. Up the hill on the property are storage sheds and a garden in development. The building and property are relatively small, however this is not unreasonable given the small number of youth in residence.

**Give a general description of the main facility including housekeeping and sanitation:** There is a wing that has a lobby, two classrooms and a therapy room. There is a dining room with a connected kitchen and a pass through window at which food is served for pick up by the residents. There is a hall with bedrooms on either side that leads to a living room area furnished with armchairs and bean bag sofas, exercise equipment, a bookcase, large screen TV, and a chalkboard wall. The area with the large screen TV, chalkboard wall, and bean bag sofas includes a memorial area designed by residents to honor a long-time and beloved RC who passed away last year. On the other side of the living room, there is another hall with bedrooms on either side. At the end of that hall is an office for the therapists, a laundry room, a safety room, and a therapy room. A janitor comes in every day Monday through Friday. The facility looked clean and well organized. A generator for power outages has been installed.



**Lawns:** ✓ Acceptable  Unacceptable: Artificial turf is new.

**Playing Fields:**  Acceptable  Unacceptable. ✓ NA

**Blacktop:** ✓ Acceptable  Unacceptable: Newly resurfaced

**Paint:** ✓ Acceptable  Unacceptable: \_\_\_\_\_

**Roof:** ✓ Acceptable  Unacceptable: \_\_\_\_\_

**Drains and Gutters:** ✓ Acceptable  Unacceptable: \_\_\_\_\_

**General Appearance:** ✓ Acceptable  Unacceptable:

### Condition of Interior of Building

**Walls:** ✓ Acceptable  Unacceptable:

**Paint:** ✓ Acceptable  Unacceptable: The interior walls are touched up periodically where needed.

**Floors:** ✓ Acceptable  Unacceptable: The carpets are steam cleaned annually, and looked clean and well maintained when we inspected the facility

**Ceilings:** ✓ Acceptable  Unacceptable:

**Drains:** ✓ Acceptable  Unacceptable:

**Plumbing Fixtures:**  Acceptable  Unacceptable: Did not observe closely. No issues noticed.

**Air Vents/Heating/Windows:**  Acceptable  Unacceptable: Did not observe closely. No issues noticed.

**Smoke Alarms:**  Acceptable  Unacceptable: Did not observe closely. No issues noticed.

**Storage of Cleaning Fluids/Chemicals:** ✓ Acceptable  Unacceptable: Stored in a locked closet.

**Recreation/Sports Equipment:** ✓ Acceptable  Unacceptable:

**Hallways Clear/Doors Propped Open:** ✓ Acceptable  Unacceptable:

**Sleeping Rooms:** ✓ Acceptable  Unacceptable: Either single or double occupancy

**Beds:** ✓ Acceptable  Unacceptable: twin beds

**Art, Books, Personal Items Allowed in Rooms:** ✓ Acceptable  Unacceptable: Youth may decorate their rooms as they wish, however, overtly sexual, violence promoting, gang affiliated decorations, or anything they could use to harm themselves are not permitted.

**Graffiti Present:** ✓ Acceptable  Unacceptable: None evident

**Ample Blankets:** ✓ Acceptable  Unacceptable:

**Study Area:** ✓ Acceptable  Unacceptable:

**Adequate Lighting:** ✓ Acceptable  Unacceptable:

**Temperature:** ✓ Acceptable  Unacceptable: Center has air conditioning and was at a comfortable temperature.

#### PERSONAL APPEARANCE OF YOUTH

**Appearance:** ✓ Acceptable  Unacceptable: Notwithstanding the restrictions in speaking with youth, we observed several youth during our visit.

**Showers (frequency, privacy, supervised):** ✓ Acceptable  Unacceptable:

Youth may shower as often as they like in am, pm, or on request. There are 2 showers and 1 bathtub available. Each youth has a basket of toiletries they can access for use when bathing or showering.

**Condition of clothing (clean, fit, etc.):** ✓ Acceptable  Unacceptable:

**Clothing appropriate to current weather:** ✓ Acceptable  Unacceptable:

#### YOUTH ORIENTATION

**What is the intake process for the facility?** The Interagency Placement Review Committee notifies the Head of Service when they have a youth to recommend for admission. The youth's social worker or school guidance counselor provides information about the youth. The Head of Service interviews the youth wherever they are at the time (hospital, YSC, home, school) to get a sense of the child; typically this takes place outside of Canyon Oaks for a first visit. The child would then be brought to Canyon Oaks by the parent, guardian, school counselor, social worker, or probation officer.

**Are youth oriented to the house rules and procedures?** ✓ Yes  No **Explain:** The orientation includes reviewing the house rules and grievance process verbally, providing a copy of the Resident Handbook, and having the youth fill out an orientation questionnaire to see how much they heard and understood.. The referring school district gives a copy of the handbook and orientation packet to the youth's parents before admission.

**Are house rules and grievance procedures posted?** ✓ Yes  No **Explain:** These are posted in the hall.

**What is in place to ensure that these rules and procedures are understood by youth?** Staff go through the handbook with the youth and quiz them on it to be sure they understand. Also, youth are held accountable to rules and procedures through an incentive and phasing system. As residents learn and demonstrate compliance with rules and procedures, they advance through phased levels: 1) Orientation, 2) Learning, 3) Practicing, and 4) Succeeding. With each new phase, youth acquire new privileges. Once they attain a phase, they don't lose it even if they stop behaving in accordance with their level, however, they may temporarily lose certain privileges.

**Are clothing and possessions inventoried on arrival and departure? How are youth's clothing and possessions protected or stored?** Youth wear their own clothes. Staff inventories everything at orientation, and takes away anything that could be used for self harm or is inappropriate, e.g., overly revealing. They also do not allow anything gang-related, including gang colors, if the youth has gang orders from the court. Youth cannot keep a mobile phone unless they need it for a job. Clothing and possession inventories are updated upon return from each day or overnight pass. If appropriate for their development level, youth may have a lockbox in their room to safely store their possessions.

**Pre-Plan for Emergencies:**  Yes  No **Date of Last Drill:** unknown

**Interviewed Youth:**  Yes  No

## MEALS/NUTRITION

**Kitchen:**  Acceptable  Unacceptable: Food, including raw ingredients and prepared items are supplied by Sysco Foodservices (primary) and BiRite Foodservices, who deliver food to the hospital, where food is prepared and then frozen or refrigerated. Food is then transported to San Mateo Medical Center (5-10 minutes transport) and then delivered on to COYC. Menus for COYC are approved for nutritional content by the head dietician at San Mateo Medical Center, Nutrition Services. A dedicated dietician (Sharon Woo) visits bi-weekly and regularly audits the kitchen. She attends staff meetings and has introduced "Chef's Choice" to expose residents to different cultural food offerings. She arranged a coffee tasting last week.

**Do the youth share in preparation of meals?**  Yes  No: Youth will occasionally cook during the holidays and at breakfast on weekends. Ms Jensen also does a cooking program with older teens.

**Are meals served family style?**  Yes  No: Youth come to the window between the kitchen and dining room to pick up their plated meal. They have a choice of the scheduled menu or an alternate.

**Are youth permitted to converse during meals?**  Yes  No:

**Are staff present and supervising during meals?**  Yes  No:

**Are weekly menus posted?**  Yes  No: In accordance with regulations, each menu must be posted for 3 weeks. A month's worth of menus is posted in the dining room next to the kitchen door.

**Are servings ample, nutritious, appetizing?** ✓ Yes  No: We did not closely observe a meal, but are unaware of any issues with meals. All meals are created by a nutritionist to meet all dietary requirements.

**Weaker youth protected from having food taken from them?** ✓ Yes  No: This is not a problem.

**Are snacks and beverages available?** ✓ Yes  No: AT 7:30 am, 10:10 am, 12:10 pm, 2:30 pm, 5 pm, and 8 pm. Youth can purchase snacks with points they've earned. They just ask the staff. Snacks they can choose are in a closet in the dining room (small mall). Fruit is available all day long.

**How does the facility meet special nutritional needs?**

When a special need is identified, e.g., diabetic, vegan, appropriate meals are prepared as needed.

**Length of time allowed to eat?** Up to an hour. They can be at dinner as long as they want.

**Mealtimes** (no more than 4 hours between meals, breakfast to dinner, without a snack - meals are also available from staff on a flexible schedule to accommodate activities and individual needs). A chef is onsite from 7am to 2pm.

**Breakfast:** 9-10:30 am summer/ 7:30-8:45 school year **Lunch:** 12:10 - 2:30 pm summer/12:20 PM school year **Dinner:** 5 pm all year (unless they are off-site)

**MEDICAL AND MENTAL HEALTH**

**Access to Medical and Dental Services:** ✓ Acceptable  Unacceptable: Each youth has a physical within 30 days of admission. They can choose to go to their own doctors if they have one. Otherwise they are taken to the teen medical clinic in San Mateo.

**Access to Mental Health Services:** ✓ Acceptable  Unacceptable: The most common mental conditions of the residents are depression, anxiety, PTSD, and trauma. Some have bipolar, other psychotic disorders. Clinicians check in with them all the time. They have meals with them. They check in with the school teachers every other week to see how they are doing academically. Individual and family therapy are provided.

**Individual Counseling:** ✓ Acceptable  Unacceptable: The trauma-informed psychosocial skills-based/therapeutic attachment model focuses on increasing each resident's ability to form and sustain more gratifying and supportive relationships within the program, their family, and the greater community. Through the development of an individualized, strength-based, family-centered *Needs Appraisal and Service Plan*, the program facilitates acquiring skills necessary for youth to reunite with their family or move to a less restrictive setting/lower level of care.

Each youth is provided with a minimum of one hour of individual psychotherapy per week and one hour of family therapy per week. Additional psychotherapy sessions are offered as needed depending on emergent needs and phase of treatment, reflective of the youth's needs as indicated in their *Needs Appraisal and Services Plan* and their BHRS treatment plan.

**Group Counseling:** ✓ Acceptable □ Unacceptable: Dialectical Behavioral Therapy groups are offered 3 days/week, focusing on the acquisition and generalization of dialectical behavioral skills to improve functioning in areas of mindfulness, emotional regulation, distress tolerance and interpersonal effectiveness. The goal is to learn to reduce self-harmful behavior, interpersonal conflicts, emotional lability, impulsivity and aggression. They have two groups by age: one for 12- to 14-year olds, the other for 15- to 18-year olds. Groups meet twice a week for 90 minutes. They have art therapy twice a week for 45 minutes and occupational therapy three times a week for 45 minutes.

**Substance Abuse Counseling:** ✓ Acceptable □ Unacceptable: The AOD Counselor (half-time) provides counseling from Monday through Thursday at 4pm-8pm and Friday at 9am to 1pm. AOD counseling is also integrated with individual counseling therapy. If youth in residence are in need of it, AA groups are brought onsite, or youth may attend sessions with an outside group.

## **PROGRAMS**

**Recreation (type, amount, etc.):** ✓ Acceptable □ Unacceptable: There is a weekly trip to Square Pegs, a local ranch in Half Moon Bay, for equine therapy (two sessions: a.m. for up to two residents; p.m for up to 4 residents). There are therapeutic walks. The facility has completed a contract to provide access to programs at the Riekes Center for Human Advancement in Menlo Park. Residents also go to museums, parks, and movies. For example, youth went to Great America last week, and a trip to the Marine Center in Sausalito was planned for the upcoming week. COYC also have a free membership to the Exploratorium. Youth are also permitted to go home whenever they choose; some return home for visits several times per week.

**Exercise (daily schedule, amount, etc.):** ✓ Acceptable □ Unacceptable: They have PE at school. Other than that, any exercise is voluntary. They have exercise activities with staff and one RC is a body builder.

**Access to Religious Services:** ✓ Acceptable □ Unacceptable: Access is on request. They will take youth to services, they may attend with their parents, or online services are also an option. There have been no requests in the past year.

**Victim Awareness Classes:** □ Yes ✓ No: This is not relevant to this population. Youth at COYC who are at risk for trafficking are identified for Rape/Trauma Services and will have a team assigned to work with them through a non-profit organization who also provide trainings for COYC staff. They have used them a lot this year.

**Gang Awareness Classes:**  Yes  No: N/A

**Sexual Harassment Classes:**  Yes  No: Staff address this if it comes up. It is covered in the house rules.

**Parenting Classes:**  Yes  No: However, if a youth is pregnant or has a child, staff would arrange appropriate classes for them..

**Vocational Classes:**  Yes  No: The occupational therapist tailors classes for youth as needed with the goal that all youth be employable in a vocational pathway in the future.

**Work Program:**  Yes  No: Some residents do have jobs. One resident is currently working at Whole Foods. The occupational therapist arranges as needed.

**Internet Access and Use of Technology:** Technology is available as needed.

## **YOUTH DISCIPLINE**

**Describe the discipline process of youth:** COYC utilizes a phase system which is detailed in the Resident Handbook. Each phase has a set of criteria that measures the client's engagement in treatment. There is also a Color System, also explained in the Handbook, which sets out behaviors and corresponding program expectations/limitations as consequences. The Handbook also sets out specific disciplinary procedures along with the therapeutic interventions, and limit-setting techniques employed by staff. A list of strategies and techniques developed to aid staff in planning interventions is also detailed in the Handbook.

**Describe incident reports:** We were unable to review incident reports because of restrictions on access to youth records described above.

**Describe interactions with law enforcement:** We were not able to access the details, but were informed by the Director that there were contacts with law enforcement in the past year, as is typical at Canyon Oaks and required by law for reporting of 5150s (risk of harm to self or others) and runaway youth (it is not a locked facility; youth under 18 years of age who leave without consent are considered runaway and missing persons reports are filed).

## GRIEVANCES

**Grievance Process:**  Acceptable  Unacceptable: The San Mateo County BHRS grievance process is set out in the Resident Handbook. Upon admission to COYC, all youth and their parents/caregivers or authorized representatives are given written information about the grievance processes. Staff reviews the written material with them and a copy of the State-mandated Clients Rights is visibly posted in the lobby area, with contact information for BHRS - Office of Consumer Affairs (OCA) and Community Care Licensing (CCL). BHRS Problem Resolution Request Forms are also openly available in the lobby area. Youth, caregivers, or authorized representatives may file grievances with BHRS-OCA, or they may report them directly to the Head of Service or Supervisor for Direct Care. Any grievances received in person or by telephone that are resolved by close of business the next day following receipt are exempt from the requirement to send a written acknowledgement and resolution letter, however they still are logged and included in reports to the Department of Health Care Services (DHCS).

If the youth is not satisfied, they can report their grievance to the Office of Consumer Affairs and OCA will investigate. Youth can also call Community Care Licensing at any time. In addition to grievances filed, OCA also sends out a satisfaction survey to youth and their families twice a year.

**Number of grievances this year:** We were unable to review the grievances file because of restrictions on access to youth records described above. Ms Valencia informed us that there have been three grievances filed by residents this year. Grievances are submitted to BHRS-Office of Family & Consumer Affairs, who visit Canyon Oaks twice per year to conduct surveys with the residents and encourage youth to speak about any issues. Any type of dissatisfaction identified in the surveys is considered a grievance. BHRS investigate grievances and loop back with the result to the youth who filed the grievance.

**Trends and/or Comments:** Last year's inspection team brought to the attention of the Director of COYC, an issue of perceived retaliatory responses to youth grievances filed, and their consequent reluctance to use the grievance process. COYC leadership addressed this issue with further training for staff. We have no reason to believe that there has been any resistance to that training or that the trend noted last year has continued.

## COMMUNICATION

**Access US Mail?**  Yes  No:

**Postage Free?**  Yes  No

**Incoming/Outgoing Mail (screened? Confidential?):**  Yes  No:  Someone who is authorized for contact with the youth will open mail to check for contraband. They do not read the message.

**Access to Telephone?**  Yes  No: They can only call people on their approved contact list.

*San Mateo County Juvenile Justice and Delinquency Prevention Commission  
Group Home Inspection Report*

**Visiting Schedule:** Flexible, based on the needs of the youth and their families. Usually week to week and parents arrange their visits with the youth's therapist.

**Do all youth have access to visitations?**  Yes  No: Unless there is a court order prohibiting them.

**Under what circumstances would visitation be restricted?** The court may restrict visits. The youth can say if they don't want to see a person, including a parent.

**Are visitation logs kept?**  Yes  No: Visitation schedules are only kept for one week. There is no long-term tracking of visits.

**Adequate Space:**  Acceptable  Unacceptable: Youth and families can use a therapy room, a classroom, or use the bench and table in the courtyard (although this location does not preserve privacy as youth windows are open to the courtyard)

**Staff Supervision:**  Acceptable  Unacceptable: Canyon Oaks staff do not supervise visits. The youth's social worker may.

**Privacy Provided:**  Yes  No:

**Games or Activities Provided:**  Yes  No: They are free to choose to play any games, watch TV, read, or play video games.

**Signature of Commissioners preparing this report:**

Monroe Labouisse Monroe Labouisse

Date: 9/20/2023

Karin Huber-Levy Karin Huber-Levy

Date: 9/18/2023

Susan Swope Susan Swope

Date: 9/16/2023



## **Case Planning Reference Sheet**

### **Assessment at intake must include**

1. Periodic review
2. Risk factors, needs, strengths to include:
  - a. Substance abuse history
  - b. Educational
  - c. Vocational
  - d. Counseling
  - e. Behavioral health
  - f. Consideration of known history of trauma
  - g. Family strengths and needs

### **Transitional and re-entry plans must include**

1. Medical
2. Behavioral
3. Educational
4. Probation supervision
5. Community-based services
6. Youth, family, and supportive adult input

### **Rehabilitative plans must include**

1. Youth held for 30+ days; created within first 40 days
2. Objectives with timeframe to resolve problems identified in the assessment
3. Plan for meeting objectives
  - a. Program resources needed
  - b. Individuals responsible for assuring plan implementation
4. Youth, family, and supportive adult input
5. Periodic review

### **Rehabilitative plans for Secure Track youth must include**

1. Identified needs – needed treatment, educational, health, mental or emotional health, disabilities, or gender-related or other special needs
2. Treatment, programming, education for those needs
3. Youth and family input

### **Educational transition plans for all youth must include**

1. Youth held 20+ days
2. The academic, behavioral, social-emotional, and career needs of the pupil.
3. The identification and engagement of programs, including higher education programs, services, and individuals to support a pupil's successful transition into and out of the juvenile detention facility

There are additional requirements for youth with IEPs:

<https://www.disabilityrightsca.org/publications/students-right-to-special-education-in-juvenile-detention>

## Associated California Laws

### Cal. Code Regs. Title 15 § 1351 Transition and Re-Entry

The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:

- (a) verification of identity/release papers;
- (b) return of personal clothing and valuables;
- (c) notification to the youth's parents or guardian;
- (d) notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies; and,
- (e) notification of school staff;
- (f) notification of facility mental health personnel.

The facility administrator shall develop and implement policies and procedures for post-disposition youth to coordinate the provision of transitional and reentry services including, but not limited to, medical and behavioral health, education, probation supervision and community-based services.

The facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.

### Cal. Code Regs. Tit. 15, § 1355 Assessment and Rehabilitative Plan

#### (a) Assessment

The assessment is based on information collected during the admission process with periodic review, which includes the youth's risk factors, needs and strengths including, but not limited to, identification of substance abuse history, educational, vocational, counseling, behavioral health, consideration of known history of trauma, and family strengths and needs.

#### (b) Institutional Case Plan:

- (1) A case plan shall be developed for each youth held for at least 30 days or more and created within 40 days of admission.
- (2) The institutional plan shall include, but not be limited to, written documentation that provides:
  - (A) objectives and time frame for the resolution of problems identified in the assessment;
  - (B) a plan for meeting the objectives that includes a description of program resources needed and individuals responsible for assuring that the plan is implemented;
- (3) periodic evaluation of progress towards meeting the objectives, including periodic review and discussion of the plan with the youth;
- (4) a transition plan, the contents of which shall be subject to existing resources, shall be developed for post dispositional youth in accordance with Section 1351; and,
- (5) in as much as possible and if appropriate, the plan, including the transition plan, shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled.

## Cal. Code Regs. Tit. 15, § 1356 Counseling and Casework Services

The facility administrator shall develop and implement written policies and procedures ensuring the availability of appropriate counseling and casework services for all youth. Policies and procedures shall ensure:

- a. youth will receive assistance with needs or concerns that may arise
- b. youth will receive assistance in requesting contact with parents, other supportive adults, attorney, clergy, probation officer, or other public official
- c. youth will be provided access to available resources to meet the youth's needs.

### Secure-Track Specific

WIC § 875 (d)

(1) Within 30 judicial days of making an order of commitment to a secure youth treatment facility, the court shall receive, review, and approve an individual rehabilitation plan that meets the requirements of paragraph (2) for the ward that has been submitted to the court by the probation department and any other agencies or individuals the court deems necessary for the development of the plan. The plan may be developed in consultation with a multidisciplinary team of youth service, mental and behavioral health, education, and other treatment providers who are convened to advise the court for this purpose. The prosecutor and the counsel for the ward may provide input in the development of the rehabilitation plan prior to the court's approval of the plan. The plan may be modified by the court based on all of the information provided.

(2) An individual rehabilitation plan shall do all of the following:

(A) Identify the ward's needs in relation to treatment, education, and development, including any special needs the ward may have in relation to health, mental or emotional health, disabilities, or gender-related or other special needs.

(B) Describe the programming, treatment, and education to be provided to the ward in relation to the identified needs during the commitment period.

(C) Reflect, and be consistent with, the principles of trauma-informed, evidence-based, and culturally responsive care.

(D) The ward and their family shall be given the opportunity to provide input regarding the needs of the ward during the identification process stated in subparagraph (A), and the opinions of the ward and the ward's family shall be included in the rehabilitation plan report to the court.

### Ed Code § 48647

Cal. Ed. Code § 48647 (“(b) As part of their existing responsibilities for coordinating education and services for youth in the juvenile justice system, the county office of education and county probation department shall have a **joint transition planning policy** that includes collaboration with relevant local educational agencies to improve communication regarding dates of release and the educational needs of pupils who have had contact with the juvenile justice system, to coordinate immediate school placement and enrollment, and to ensure that probation officers in the community have the information they need to support the return of pupils who are being transferred from juvenile court schools to public schools in their communities.”)(c) As part of the

joint transition planning policy required under subdivision (b), the county office of education shall assign transition oversight responsibilities to existing county office of education personnel who will work in collaboration with the county probation department, as needed, and relevant local educational agencies to ensure all of the following:(1) The transfer of complete and accurate education records, including the pupil's individualized education program adopted pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.) and the pupil's plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)) , if applicable, within 72 hours of the pupil's release from the juvenile detention facility.(2) Access to information about postsecondary academic and vocational opportunities, including college financial aid programs.(3) The implementation of the pupil's transition plan, if one exists.(d) As part of the joint transition planning policy required under subdivision (b), the county office of education personnel assigned transition oversight responsibilities shall work in collaboration with the county probation department, as needed, and relevant local educational agencies to facilitate all of the following:(1) The immediate enrollment in an appropriate public school in their community when a pupil is transferred from the juvenile court school.(2) The acceptance, upon enrollment by the pupil in a public school, of course credits, including partial credits, for coursework completed in the juvenile court school, pursuant to subdivision (b) of Section 51225.2.(3) The immediate placement in appropriate courses, based on coursework completed by the pupil, pursuant to subdivision (d) of Section 51225.2.(4) The transfer of complete and accurate education records, including the pupil's individualized education program adopted pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.) and the pupil's plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)) , if applicable, when a pupil enters the juvenile court school.(e) Each pupil detained for more than 20 consecutive schooldays shall have an individualized transition plan developed by the county office of education in collaboration with the county probation department, as needed. **The individualized transition plan shall be developed before the pupil's release and reviewed and revised as needed, and shall address, but not be limited to, both of the following:(1) The academic, behavioral, social-emotional, and career needs of the pupil.(2) The identification and engagement of programs, including higher education programs, services, and individuals to support a pupil's successful transition into and out of the juvenile detention facility.**(f) Each pupil detained for more than 20 consecutive schooldays shall have all of the following accessible to the holder of the educational rights for that pupil upon the pupil's release from the juvenile detention facility:(1) School transcripts.(2) **The pupil's individualized learning plan**, if applicable. For purposes of this section, an individualized learning plan is a plan developed collaboratively by a pupil and school personnel that identifies academic and career goals and how the pupil will progress toward meeting those goals.(3) **The pupil's individualized education program** adopted pursuant to the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), if applicable.(4) **The pupil's plan** adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)) , if applicable.(5) **Any academic and vocational assessments.**(6) **An analysis of credits completed and needed.**(7) **Any certificates or diplomas earned by the pupil.**(g) For each pupil detained for 20 consecutive schooldays or fewer, a copy of the pupil's individualized learning plan, if one exists, **shall be**

**made available by the county office of education to the pupil upon the pupil's release, if possible.”)**