

CITY AND COUNTY OF SAN FRANCISCO  
JUVENILE PROBATION COMMISSION



LONDON N. BREED, MAYOR  
FINANCE & GOVERNANCE COMMITTEE  
MEETING

375 Woodside Avenue, Room 247  
MONDAY, January 29, 2024  
3:30 PM-5:00 PM

Minutes

Meeting called to order: 3:33 PM

AGENDA

1. Roll call.

2.

Allison Magee, Chair: Present  
Margaret Brodtkin, President: Present  
**Linda Martley-Jordan, Vice President: Not Present**

3. Public Comment on items not on the agenda.

Public Comment (3 Minutes): None

4. Juvenile Probation Commission Meeting Agendas for 2024 (Discussion and Possible Action)

- Discussion:
  - Full Commission Agenda Planning:
    - DA came in March 2023. Propose September 2024 for DA to present.
    - Chief will not be at July meeting.
  - February: Budget
  - March: KMD/ Juvenile Hall Replacement Concept Design Presentation + Performance Measures
  - April: CARC/ Front End/ Diversion & DCYF RFP Results
  - May: AIR Juvenile Hall Survey Follow Up/ JJC Transformation Report Back
  - June: "The Honest Conversation": CBO strengths/weaknesses/gaps/needs.
    - Program Committee should flesh out prior to June Full Commission meeting.
  - July: Program Committee Topic/ Potentially a Juvenile Justice Expert
  - August: No Meeting

- September: Invite the District Attorney
  - Invitation will come from Commission President/ Chief will send to DA.
- October: Log Cabin Ranch
- November: Pre-Budget Discussion & Right-Sizing
  - Department org chart – who does what? How many staff are needed in each unit/ division?
  - Right-sizing
  - Hierarchy/ Management Structure
- How to approach Deep Dives:
  - Chief proposes that Commissioners decide what they want to know/own request/ work with JPD on shaping the presentation and proposed next steps.
    - It's important for Department to provide context.
  - Discuss first in Committee.
  - What are the next steps on the out of county youth discussion?
    - Chief is going to review with the judge/ discuss transfer outs.
- Public Comment:
  - Mollie Brown: Is there any context for "the honest conversation" with CBOs? How will this play out in a public commission meeting? How does role of DCYF play into this topic?
- Discussion:
  - Honest conversation with CBOs about strengths/ weaknesses/ what's working/ what's not? What are CBO organizational needs? What are they not getting from the city? What needs are not being met on the part of community providers? What needs are not being met by the Department? Higher level conversation about what needs exist in the community/ strengths/ weaknesses of the portfolio of available services. Need further discussion about best time/ venue for this discussion. Program Committee should address first – Commissioner Rodriguez requested this agenda item.

**5. Presentation on Juvenile Probation Department's FY 2024-2025 and FY 2025-2026 Budget by Katherine W. Miller, Chief Probation Officer (Discussion Only).**

- Discussion
  - Slide 13: Does detained include DJJ commitments?
    - No – these are arrests.
  - Slide 3: Commissioner Brodtkin expresses concern re: Mayor's key drivers – increased cost of CBOs in relation to increased City government costs.
    - Ordinance passed last year requires city to increase grants with GF by 3% every year for cost of living.
  - What is rationale for not meeting Mayor's budget request?
    - Given that the biggest cost is personnel, JPD org chart should be included.
  - Given that detentions have declined – why can't we close a unit?
    - Chief: 5 Units operating regularly: 2 units for SYTF; 1 unit open for girls; 2 units for boys. Essentially, need for classification purposes (gender, age, interpersonal)
  - Community Investments:
    - Clarify that Justice Reinvestment=Community Investments

- Show sources for Community Investments
- Explain change in community investments over time: the bump, why FY25/26 is lower than prior year,
- Juvenile Hall tenures: Succession planning/ how are we preparing for JJC retirements?
- Social Worker class change: DHR denied JPD's request to change classification. Need HSA's permission to use their SW classification.
- How many staff do we need? What is appropriate caseload? How to address out of county youth? Different youth need different levels of supervision. How to address criticisms of JPD work quality/ caseloads?
  - Chief: We have to be able to do the work that comes our way. Through 4 years of the job, discussions with staff, CON mapping process, I am very clear that our staff are at their max. In different budget climate, I would have asked for more staff. Staff are overloaded in a way they haven't been in a long time. I want kids and families to experience government supporting them the way they are supposed to. Reforms have produced more paperwork/ requirements, court is asking more.
- Public Comment:
  - Mollie Brown: Justification for "new" positions in Admin; LCR Staff? Did JJC FTE decline include LCR staff who were no longer needed? Interested in citation/ detention flip; Caseload – how is workload affected on cite vs. detention?

Discussion:

- Add to presentation which FTEs will be filled vs. left vacant.

#### **6. Recommendation of Juvenile Probation Department's FY 2024-2025 and FY 2025-2026 Budget Presentation to the Full Commission (Discussion and Action).**

- Discussion:
  - Feels like it's never the right time to discuss right-sizing. Is this an appropriate caseload? How many finance people do we need?
  - Relates to altitude – when do we rely on Chief/ when do we question? Best way to be helpful: to be at the right altitude, what level of oversight is required of us?
  - Don't have the right-size conversation at the same time as the budget. What are the needs of the community/ how do we best structure the department to meet those needs?
  - Chief: Perhaps appropriate to discuss at Finance & Governance Committee, in addition to November Full Commission meeting. Notes that JPD has made significant staffing cuts since FY 19/20.
- Public Comment: None
- Motion: Commissioner Magee makes motion to recommend the Juvenile Probation Department's FY 2024-2025 and FY 2025-2026 Budget Presentation to the Full Commission.
  - Second: Commissioner Brodkin
  - Public Comment on the Motion:
    - Mollie Brown: How would commission feel about no cuts/ to defy the Mayor's orders? Is the presentation compelling enough to approve going against the Mayor's request?
- Votes:
  - Allison Magee: Yes
  - Margaret Brodkin: Yes

- Linda Martley-Jordan: Not present
- Motion is passed.

**7. Review and Approval of the Finance Committee Meeting Minutes for January 24, 2023 (Action Item).**

- Discussion: Committee discusses requirement to vote to allow a member to abstain from approving minutes.
- Public Comment: None
- Motion: Commissioner Magee moves to approve the Finance Committee Meeting Minutes for January 24, 2023.
  - Second: Commissioner Brodkin
  - Public Comment on the Motion: None
- Votes:
  - Allison Magee: Yes
  - Margaret Brodkin: Yes
  - Linda Martley-Jordan: Not Present
- Motion is passed.

**8. Review and Approval of the Finance & Governance Committee Meeting Minutes for November 20, 2023 (Action Item).**

- Discussion: None
- Public Comment: None
- Motion: Commissioner Brodkin moves to approve the Finance & Governance Committee Meeting Minutes for November 20, 2023.
  - Second: Commissioner Magee
  - Public Comment on the Motion: None
- Votes:
  - Allison Magee: Yes
  - Margaret Brodkin: Yes
  - Linda Martley-Jordan: Not Present
- Motion is passed.

**9. Future Agenda Items (Discussion Only).**

- Discussion: Committee is not meeting in Feb, will meet in March. Work with Commissioner Magee's schedule to set next meeting.
- Public Comment: None

**10. Adjournment (Action Item).**

Adjourned at 5:19 PM