



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
Probation Department



**DATE:** July 27, 2011  
**BOARD MEETING DATE:** August 9, 2011  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Stuart J. Forrest, Chief Probation Officer  
**SUBJECT:** Submission of FY 2011-2012 Comprehensive Multi-Agency Juvenile Justice Plan

**RECOMMENDATION:**

Adopt a Resolution:

- 1) Authorizing the Board of Supervisors to make the necessary assurances pertaining to Juvenile Justice Crime Prevention Act Funds; and
- 2) Authorizing the submission of the FY 2011-12 Comprehensive Multi-Agency Juvenile Justice Plan; and
- 3) Authorizing the Chief Probation Officer to submit and/or sign, and execute the approved FY 2011-12 Plan.

**BACKGROUND:**

In 2000, a State appropriation in the amount of \$2.6 million was allocated to San Mateo County for the implementation of a Comprehensive Multi-agency Juvenile Justice Plan (CMJJP or the Plan) to address gaps in the County's umbrella of services to at-risk youth. The Plan was developed by the County's Juvenile Justice Crime Prevention Act (JJCPA) Council, per Board of Supervisors' Resolution 64445

The original plan through 2009-2010 maintained six programs, including: Court and Community School Counseling, In-Home Intensive Intervention Program, Juvenile Assessment and Referral Center, Literacy/Numeracy Instruction and Learning Program, Repeat Offender Program Expansion, and the Youth and Family Resource Center. In FY 2009-10, given changing economic circumstances, a subcommittee of the Juvenile Justice Coordinating Council (JJCC) was tasked to update the statutorily-mandated Local Action Plan (LAP, see attachment 1) to prioritize future funding allocations and goals. Contingent upon ongoing state funding, two subsequent Requests for Proposals were conducted to identify 2011-12 contracted services for programming and evaluation.

In 2009, JJCPA programs served approximately 1,081 probation and at-risk youth and their families in San Mateo County with a variety of services. The programs are collaborations of public agencies and community based programs. Services include:

mentoring, referrals and case management, drug and alcohol counseling, mental health counseling, and life skills learning. The Plan and its programs are an integral part of Juvenile Justice System in San Mateo County and benefit at-risk youth, while enhancing the safety and security of the communities in San Mateo County.

**DISCUSSION:**

To obtain continued funding, the Corrections Standards Authority (CSA) requires the submission of an annual application including any modifications of the Comprehensive Multi-agency Juvenile Justice Plan. The FY 2011-12 Comprehensive Plan (see attachment 2) was updated and approved by Juvenile Justice Coordinating Council (JJCC) on April 15, 2011. It was submitted to CSA by May 1, 2010 per legislative mandate and pending the outcome of the state budget to secure future JJCPA funds.

Although state funds to support local public safety initiatives were continued for FY 2011-12, San Mateo County’s specific JJCPA allocation is still unknown. Additionally, since the 2009 shift of funding to the Vehicle Licensing Fees, any allocations are subject to fluctuations in quarterly state revenue. The JJCC has approved the use of 2/3 of any allocated funds to maintain budgets of existing programs with the explicit understanding that any excess funds would remain in the trust fund and re-evaluated at mid-year.

Moreover, the JJCC works collaboratively with Probation and a contracted evaluator to discuss program outcomes. A new evaluation protocol is being developed, with the below performance measure reflecting one example of six state-mandated outcomes.

This resolution makes the following assurances required by JJCPA legislation: that your Board of Supervisors and the Juvenile Justice Coordinating Council have reviewed and approve the Plan; the Plan is developed, reviewed, and provided to the California Standards Authority (CSA) in the format determined by CSA; and that the County will adhere to Chapters 353 and 475 of the government code.

County Counsel has reviewed and approved the Memorandum and Resolution.

This resolution contributes to the Shared Vision 2025 commitment to a Healthy Community by providing services to help youth not commit future crimes.

**Performance Measure(s):**

Measure	FY 2009-10 Actual	FY 2010-11 Projected
Family Preservation Program (FPP) participants: Percentage of Arrests during 180-day period	35.8%	33%

**FISCAL IMPACT:**

As contracted programs are supported by State funds, and county programs’ budget allocations have been previously approved as part of the county budget process, there is no Net County Cost associated with the review, approval, and submission of the Comprehensive Multi-Agency Juvenile Justice Plan.

**RESOLUTION NO. \_\_\_\_\_**

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

\* \* \* \* \*

**RESOLUTION: 1) AUTHORIZING THE BOARD OF SUPERVISORS TO MAKE THE NECESSARY ASSURANCES PERTAINING TO JUVENILE JUSTICE CRIME PREVENTION ACT FUNDS; 2) AUTHORIZING THE SUBMISSION OF THE FY 2011-12 COMPREHENSIVE MULTI-AGENCY JUVENILE JUSTICE PLAN; 3) AUTHORIZING THE CHIEF PROBATION OFFICER TO SUBMIT AND/OR SIGN, AND EXECUTE THE APPROVED FY 2011-12 MULTI-AGENCY JUVENILE JUSTICE PLAN**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the State of California has Juvenile Justice Crime Prevention Act (JJCPA) funds available for San Mateo County's Modified Comprehensive Multi-agency Juvenile Justice Plan; and

**WHEREAS**, the JJCPA requires that the Board of Supervisors make the following assurances, which assurances are true and correct as to the County of San Mateo; and

**WHEREAS**, the Board of Supervisors and the Juvenile Justice Coordinating Council have reviewed and approves the County's Modified Comprehensive Multi-agency Juvenile Justice Plan; and

**WHEREAS**, the County's Modified Comprehensive Multi-agency Juvenile Justice Plan has been developed, reviewed and provided to the Corrections Standards Authority (CSA) in a format determined by the CSA; and

**WHEREAS**, upon approval of the County's Modified Comprehensive Multi-agency Juvenile Justice Plan, the County of San Mateo will adhere to the requirements of the Juvenile Justice Crime Prevention Act (Chapters 353 and 475 of the Government Code) regarding the submission of the Modified Comprehensive Multi-agency Juvenile Justice Plan or revision, investment of allocated monies, including any interest earnings, expenditures of said funds and the submission of required CSA reports:

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the Board of Supervisors is authorized to make the necessary assurances pertaining to Juvenile Justice Crime Prevention Act Funds; and

**BE IT RESOLVED** that the Board of Supervisors is authorized to submit the FY 2011-12 Comprehensive Multi-agency Juvenile Justice Plan; and

**BE IT FURTHER RESOLVED** that the Board of Supervisors authorizes the Chief Probation Officer to submit and/or sign and to execute any related contracts, amendments or extensions of the Modified Comprehensive Multi-agency Juvenile Justice Plan, provided any modification requiring the expenditure of additional funds by the County will be approved by the Board of Supervisors.

\* \* \* \* \*

**JUVENILE JUSTICE CRIME PREVENTION ACT  
APPLICATION FOR CONTINUATION FUNDING AND/OR SUBSTANTIVE  
MODIFICATION TO COMPREHENSIVE MULTI-AGENCY JUVENILE JUSTICE PLAN**

Save this application as a WORD document before filling in the requested information. E-mail the completed application, along with a copy of the Comprehensive Multi-Agency Juvenile Justice Plan (if it includes substantive modifications as defined below) and the JJCPA Program Outcome Template (if applicable), to the JJCPA Program Lead Field Representative, Aaron Long at [Aaron.Long@cdcr.ca.gov](mailto:Aaron.Long@cdcr.ca.gov)

**PLEASE NOTE:** Counties selecting Continuation Funding are not required to submit a new resolution. A new Board of Supervisors' Resolution, with original signatures, is only required for a substantive plan modification. The resolution must be mailed to the attention of Aaron Long Field Representative, 600 Bercut Drive, Sacramento, CA 95811.

<b>Section 1. County Information</b>	
<b>County Name</b>	San Mateo County
<b>Date of Application</b>	4/28/2011
<b>Plan Year (Fiscal Year)</b>	FY 2011-2012 <span style="float: right;"><b>Estimated Allocation \$1,714,563</b></span>
<b>Application for (check those that apply):</b>	<input checked="" type="checkbox"/> Continuation Funding <input checked="" type="checkbox"/> Substantive Plan Modification*
<p>*Substantive modifications to your county's Comprehensive Multi-Agency Juvenile Justice Plan (CMJJP) include, but are not limited to, those listed below. <b>A CMJJP that includes substantive modifications must be submitted with this application.</b></p> <ul style="list-style-type: none"> <li>• Deleting or adding a program;</li> <li>• A major change in the target population served by a program;</li> <li>• Program changes not supported by the demonstrated effectiveness evidence provided in the current approved CMJJP; and</li> <li>• Significant changes in program outcomes that impact reporting requirements.</li> </ul>	
<b>Chief Probation Officer</b>	
<b>Name</b>	Stuart J. Forrest
<b>Address</b>	222 Paul Scannell Drive
<b>City/Zip</b>	San Mateo 94402
<b>Telephone</b>	650-312-8803 <span style="float: right;"><b>Fax 650-312-5597</b></span>
<b>E-mail</b>	<a href="mailto:stuforrest@co.sanmateo.ca.us">stuforrest@co.sanmateo.ca.us</a>
<b>Plan Coordinator</b>	
<b>Name</b>	Anessa Farber <span style="float: right;"><b>Title Management Analyst</b></span>
<b>Address</b>	222 Paul Scannell Drive
<b>City/Zip</b>	San Mateo 94402
<b>Telephone</b>	650-655-6230 <span style="float: right;"><b>Fax 650-312-5333</b></span>
<b>E-mail</b>	<a href="mailto:afarber@co.sanmateo.ca.us">afarber@co.sanmateo.ca.us</a>
<b>Application Prepared By:</b>	
<b>Name</b>	Anessa Farber <span style="float: right;"><b>Title Management Analyst</b></span>
<b>Telephone</b>	650-655-6230
<b>FAX</b>	650-312-5333
<b>E-mail</b>	<a href="mailto:afarber@co.sanmateo.ca.us">afarber@co.sanmateo.ca.us</a>

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**Section 2. Juvenile Justice Coordinating Council (JJCC)**

List any changes to your JJCC.\*\* Check here if there have been no changes.

Name/Agency of those Added/Deleted	Added	Deleted
	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>
/	<input type="checkbox"/>	<input type="checkbox"/>

\*\* Note: Section 749.22 of the Welfare and Institutions Code, Chapter 325, Statutes of 1998, mandates the following membership on the Juvenile Justice Coordinating Council. (Additional members may be added.)

"The coordinating councils shall, at a minimum, include the chief probation officer, as chair, and one representative each from the district attorney's office, the public defender's office, the sheriff's department, the board of supervisors, the department of social services, the department of mental health, a community-based drug and alcohol program, a city police department, the county office of education or a school district, and an at-large community representative. In order to carry out its duties pursuant to this section, a coordinating council shall also include representatives from nonprofit community-based organizations providing services to minors."

**Section 3. Plan Modification**

**Summarize proposed modifications to your plan with respect to each of the following:**

- I. Changes in law enforcement, probation, education, mental health, health, social services, drug and alcohol and other resources that specifically target at-risk juveniles, juvenile offenders and their families: see 2010 Local Action Plan, attached
- II. Changes in the prioritization of the neighborhoods, schools, and other areas in the community that face a significant public safety risk from juvenile crime: see 2010 Local Action Plan, attached
- III. Changes in the continuum of responses to juvenile crime and delinquency that demonstrate a collaborative and integrated approach for implementing swift, certain and graduated responses to at risk youth and juvenile offenders: see 2010 Local Action Plan, attached

**Section 4. Modifications to Current Programs**

**Provide the name and other requested information for each current program proposed for modification. (Copy this section if more than three programs are to be modified.)**

<b>Program Name:</b>
Proposed program modifications and reasons for change:
Changes to program outcomes, goals and/or outcome measures:
<b>Program Name:</b>
Proposed program modifications and reasons for change:
Changes to program outcomes, goals and/or outcome measures:
<b>Program Name:</b>
Proposed program modifications and reasons for change:
Changes to program outcomes, goals and/or outcome measures:

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<b>Section 5. Added/Deleted Programs</b>
<b>Provide all requested information for each program that will be added or deleted.</b>
I. Name(s) of Deleted Program(s) (if any): <b>Literacy/Numeracy Instruction and Learning Program, Repeat Offender Expansion, Youth and Family Resource Center</b>
II. Information for Added Program (Copy this section for each additional program to be added.)
A. Program Name: Substance Abuse Treatment
B. Target Population: Probation Youth
C. Estimated Annual Number of Clients Served: 250
D. Program Category: (check all that Apply) <input type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Suppression <input type="checkbox"/> Incapacitation
E. Describe the program's goals, youth who will be served, and services they will receive.
F. Describe the collaborations that will occur with other agencies. Community based organization, Youth and Family Enrichment Services (YFES), will provide direct services to probation youth.
G. Describe the basis upon which the program, or elements thereof, have been demonstrated to be effective in reducing juvenile crime and/or delinquency (a pre-requisite for program approval). "Seeking Safety" is a cognitive, behavioral, interpersonal and case management treatment model for mental health/trauma and substance abuse proven effective to reduce risky behavior and focus on pro-social youth developmental assets (Search Institute), correlated with reduced juvenile delinquency and resiliency.
H. Describe the nature and time frame(s) for implementation of the major program components. Given funding, program would start in August 2011 as an expansion of an existing program.
III. Information for Added Program (Copy this section for each additional program to be added.)
I. Program Name: Leadership Training/Mentoring Program
J. Target Population: Probation Youth
K. Estimated Annual Number of Clients Served: 30
L. Program Category: (check all that Apply) <input type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Suppression <input type="checkbox"/> Incapacitation
M. Describe the program's goals, youth who will be served, and services they will receive.
N. Describe the collaborations that will occur with other agencies. Community based organization, Fresh Lifelines for Youth (FLY), will provide direct services to probation youth.
O. Describe the basis upon which the program, or elements thereof, have been demonstrated to be effective in reducing juvenile crime and/or delinquency (a pre-requisite for program approval). Structured group work to provide cognitive restructuring, leadership and communication skills combined with a mentoring relationship with an outside adult facilitate the increase in youth developmental assets (Search Institute), correlated with reduced juvenile delinquency and resiliency.
P. Describe the nature and time frame(s) for implementation of the major program components. Given funding, program would start in August 2011 as an expansion of an existing program.
<b>State law requires that the following outcomes be assessed for approved programs: arrest rate, rate of successful completion of probation, incarceration rate, probation violation rate, rates of completion of restitution and court-ordered community service, and annual per capita program costs. For added programs only, go to the <a href="#">"Juvenile Justice Crime Prevention Act Outcome Template"</a> to provide the required information for these outcomes and any additional outcomes that will be used to assess the achievements of program participants. Email the completed template with this application.</b>

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**Section 6. Program Budgets**

Using the following templates, provide the current and proposed budget for each funded program. Copy these templates if more than one program is proposed for funding.

Program Name: Court and Community School Counseling

<u>Current Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$32,069	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	<b>\$32,069</b>	<b>\$</b>	<b>\$</b>

<u>Proposed Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$50,400	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	<b>\$50,400</b>	<b>\$</b>	<b>\$</b>



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## Section 6. Program Budgets

Using the template below, provide the current and proposed budget for each funded program. Copy this template if more than one program is proposed for funding.

Program Name: In-Home Intensive Program

<u>Current Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$307,344	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	<b>\$307,344</b>	<b>\$</b>	<b>\$721,061</b>

<u>Proposed Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$687,676	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	<b>\$687,676</b>	<b>\$</b>	<b>\$152,324</b>

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**Section 6. Program Budgets**

Using the template below, provide the current and proposed budget for each funded program. Copy this template if more than one program is proposed for funding.

Program Name: Juvenile Assessment and Referral Center

<u>Current Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$551,612	\$	
Services and Supplies	\$	\$	
Professional Services	\$83,440	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	<b>\$635,052</b>	<b>\$</b>	<b>\$1,281,901</b>

<u>Proposed Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$298,164	\$	
Services and Supplies	\$	\$	
Professional Services	\$428,773	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	<b>\$726,937</b>	<b>\$</b>	<b>\$541,836</b>

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## Section 6. Program Budgets

Using the template below, provide the current and proposed budget for each funded program. Copy this template if more than one program is proposed for funding.

**Program Name: Substance Abuse Treatment**

<u>Current Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	\$	\$	\$

<u>Proposed Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	165,600	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	165,600	\$	\$

## Section 6. Program Budgets

Using the template below, provide the current and proposed budget for each funded program. Copy this template if more than one program is proposed for funding.

Program Name: Leadership Training/Mentoring Program

<u>Current Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	\$	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	\$	\$	\$

<u>Proposed Budget</u>	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits	\$	\$	
Services and Supplies	\$	\$	
Professional Services	\$	\$	
Community-Based Organizations	\$84,000	\$	
Fixed Assets/Equipment	\$	\$	
Administrative Overhead (Maximum = 0.5% of State Funds)	\$	\$	
Other	\$	\$	
<b>Fund Totals</b>	\$84,000	\$	

## Section 7. Board of Supervisors' Resolution

Counties selecting Continuation Funding are not required to submit a new resolution. A new Board of Supervisors' Resolution and in the case of a city and county, a letter from the mayor, approving the Comprehensive Multi-agency Juvenile Justice Plan is only required for a substantive plan modification and it must be mailed to Field Representative Aaron Long. A sample of the resolution follows:

Please note: The San Mateo County Board Memo and Resolution are in Process with the Clerk of the Board of Supervisors and will be submitted as soon as it is approved.