



LEAD SF

Policy Committee Action Minutes

Date: Tuesday, August 29, 2017

In attendance:

(Listed in alphabetical order by last name)

Co-Chairs	Barbara Garcia (SFDPH, Director of Health), George Gascón (SFDA, District Attorney), Chief Bill Scott (SFPD)
Committee Members	Jeff Adachi (Public Defender’s Office), Joe Calderon (Workgroup to Re-envision the Jail Replacement Project), Angela Coleman (Reentry Council), Chief Deputy Kathy Gorwood (Sheriff’s Dept., <i>alternate for Vicki Hennessy</i>), Deputy Chief Lance Haight (BART PD), Jennifer Kiss (Tenderloin Health Improvement Partnership), Robin Ortiz (Felton Institute, <i>alternate for Al Gilbert</i>), Laura Thomas (Drug Policy Alliance)
Attendees	Deputy Chief Mikail Ali (SFPD), Bevan Dufty (BART District #9 Director – Board of Directors), Lt. Gil Lopez (BART PD), Maria McKee (SFDA), Karen Shain (SFAPD), Simin Shamji (Public Defender’s Office), Rani Singh (SFDA), Tiffany Sutton (SFDA), Jana Taylor (SFAPD)
LEAD SF Project Team	Angelica Almeida (DPH), Colleen Chawla (DPH), Chandreve Clay (HTA), Michelle Magee (Harder+Company Community Research), Danielle Toussainte (HTA), Julianne Perez (Harder+Company Community Research)

Agenda Topic	Discussion, Agreements, Key Learnings	Action and Follow-up Items
Welcome & Opening Remarks	<ul style="list-style-type: none"> ■ Michelle Magee welcomed the committee and guests, and provided an overview of the agenda. Committee and guests then gave introductions and the three co-Chairs provided opening remarks. <ul style="list-style-type: none"> ○ Two goals of the meeting were highlighted: 1) Reviewing and finalizing crime eligibility types and reaching a vote of approval to proceed; and, 2) Reviewing LEAD SF Procedures and granting authority for the Operational Workgroup to proceed with edits presented in the meeting. 	
Project Implementation Plan	<ul style="list-style-type: none"> ■ Michelle Magee provided an overview of the LEAD SF Project Implementation Plan including: <ul style="list-style-type: none"> ○ Current progress, plans for program launch, the policy committee quarterly schedule, and other key dates (e.g. Seattle site visit). 	<ul style="list-style-type: none"> ■ Refer to the LEAD SF website for meeting notes and materials; Materials to be posted to website
Crime Type Eligibility – Review and Vote	<ul style="list-style-type: none"> ■ Sharon Woo reviewed San Francisco LEAD’s crime type eligibility recommendations. Highlights from the discussion included: <ul style="list-style-type: none"> ○ In addition to LEAD eligible offenses, 1770 h offenses are eligible as co-occurring. All offenses must be connected to sustenance need as underlying motivation for offense. ○ Those under supervision of adult probation, community supervision, and parole may be referred to LEAD but would be ineligible if serving a current sentence. Eligibility document updated accordingly. ○ Concern was raised over referral eligibility for those with co-occurring possession of firearm offense and LEAD eligible offense. <ul style="list-style-type: none"> ▪ Action: This concern will be brought back to OW discussion after by PD, DA, and LE discuss offline ■ Vote: <u>The committee voted unanimously to approve the Crime Type Eligibility list with two conditions:</u> <ul style="list-style-type: none"> ○ Inclusion of edits discussed at meeting (probation/parole supervision). ○ Firearms possession discussion to be continued at Operational Workgroup. 	<ul style="list-style-type: none"> ■ Eligibility of co-occurring 1170h offenses that include a weapons charge will be further discussed offline and brought back to the OW to then confirm the final recommendation to bring back to the PC



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Operational Workgroup Updates	<ul style="list-style-type: none"> ■ Angelica Almeida provided updates from the August 25 Operational Workgroup meeting including: <ul style="list-style-type: none"> ○ DA and PD offices will stay in regularly communication regarding co-occurring offenses and ensuring that expectations are clear for individuals referred to LEAD. ○ Tenderloin as dual-catchment area for CJC and LEAD. <ul style="list-style-type: none"> ▪ Recommendation of OW is to refer to LEAD until monthly referral cap is met, and then refer to CJC. Decision. ▪ Angelica A. will reach out to CJC to address any implications to CJC if needed (cap is low and this may not be necessary). 	<ul style="list-style-type: none"> ■ Refer to the LEAD SF website for meeting notes and materials; Materials to be posted to website
LEAD SF Procedures – Review and Vote	<ul style="list-style-type: none"> ■ Angelica Almeida presented the LEAD SF Procedures document and provided a thorough review of all edits made to the document for committee discussion and approval of presented revisions (granting authority to OW). <ul style="list-style-type: none"> ○ Edits: <ul style="list-style-type: none"> ▪ Add to II (ii) Pre-booking Criminal Charges: General Protocol if referred to LEAD and later determined ineligible. As soon as case is referred, LEAD District Attorney (Tiffany S.) would review case and if determined ineligible would reach out to DPH to stop initial screening/assessment process. ▪ Add to XII (i) Citable Charges: Citation discharge by DA within 45 days if initial screening and assessment completed. ○ Other key considerations: <ul style="list-style-type: none"> ▪ Social contact referrals available for individuals who could benefit from LEAD and have a history of LEAD eligible offense, but there is not current probable cause for booking. ▪ Use Procedures as base to flesh out protocols in Operational Workgroup. ▪ Glide/Felton as primary transport of referrals (e.g. all social contact referrals should be transported by Glide/Felton or DPH). Law Enforcement transport for referrals (pre-booking) that need to go to sobering center, hospital, etc. ▪ Initial Screening and Assessment: <ul style="list-style-type: none"> • Confidentiality forms under legal review and approval (pending). • What is the protocol for the CASC service provider if a participant doesn't have housing and CASC's operating hours have ended for the day? (E.g. could call/refer to service centers with beds available.) (To be discussed in OW). • LEAD IIP (Individual Intervention Plan) as reference document to be discussed in OW. ○ Vote: The committee voted unanimously to grant authority to the OW to proceed with edits. 	<ul style="list-style-type: none"> ■ Angelica will finalize edits to LEAD SF Procedures document as approved via granting authority/vote by Policy Committee. Done. ■ Confidentiality forms pending legal approval (TBD). ■ Discuss protocol if individual does not finish assessment before provider close-of-hours (discuss at future OW).



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CSU Long Beach Evaluation	<ul style="list-style-type: none"> ■ Chandreve Clay (HTA) provided an update on the CSU Long Beach evaluation and presented the proposed research design. The committee then discussed the proposed research design and posed some questions. Some highlights of the discussion included: <ul style="list-style-type: none"> ○ Will immediately communicate out when individual placed in control group. ○ Will communicate with DAs office when individual is off the control group list. ○ Concern was raised about control group implications for deferring charges or additional charging issues. <ul style="list-style-type: none"> ▪ Action: District Attorney and Public Defender representatives to discuss and bring back to OW. ▪ Action: OW will discuss evaluation questions and will share update in September quarterly report to be shared with PC before October 23 (next PC meeting). ▪ Final evaluation decision needs to be in-place before launch of pilot. 	<ul style="list-style-type: none"> ■ District Attorney and Public Defender representatives to discuss and bring back to OW. ■ Evaluation update to be included in September quarterly report to Policy Committee.
Additional Closing Questions and Considerations	<ul style="list-style-type: none"> ■ Committee members and attendees raised additional questions/comments and engaged in discussion. <ul style="list-style-type: none"> ○ Question: How do we control for how this program is marketed by individual officers? <ul style="list-style-type: none"> ▪ Response: Trainings, First-Point-of-Contact document and resource guides, partnership with Glide/Felton ○ Comment: We should document Lessons Learned as Seattle has done. ○ Comment: We should document and share positive success stories with staff (Law Enforcement and Providers) to motivate LEAD SF staff and as education/training piece. 	<ul style="list-style-type: none"> ■ Comments/Questions to be further considered by OW for trainings and post-launch program assessment/documentation.
Final discussion questions	<ul style="list-style-type: none"> ■ Time did not allow for the final discussion questions. The LEAD SF Planning Team will incorporate the emerging themes related to the two questions and share with Committee Members and participants through other communication channels (e.g. LEAD SF website) <ul style="list-style-type: none"> ○ What would LEAD SF program success look like to you? ○ What training and technical assistance from the LEAD National Support Bureau do you think would be helpful? 	<ul style="list-style-type: none"> ■ LEAD SF Planning Team to include will share emerging themes from discussion questions via LEAD SF Website. (TBD); Materials to be posted to website
Seattle LEAD Site Visit Plan	<ul style="list-style-type: none"> ■ Laura Thomas provided an update on the Seattle LEAD Site Visit plan and identified committee members and key stakeholders who have already confirmed their participation in the site visit. <ul style="list-style-type: none"> ○ Site visit currently scheduled for Tuesday, October 3 through Thursday, October 5 (<i>date may change if needed to accommodate hiring of LEAD staff, or an additional site visit may be scheduled in late October/November</i>). ○ Site visit to include opportunity for SF case managers to shadow Seattle case managers. 	<ul style="list-style-type: none"> ■ TBD pending confirmation of LEAD Site Visit dates.

NEXT POLICY COMMITTEE MEETINGS: Monday, October 23rd, 1:00-2:30 pm (The following meeting will be on Monday, January 22nd, 1:00-2:30pm as the Policy Committee shifts to a 4th Monday of the Month Quarterly Schedule)