



LEAD SF

Operational Workgroup Action Minutes

Date: Friday, November 17, 2017 Time: 9:00 – 10:30 am	
Attendees: (in alphabetical order by last name)	Angelica Almeida, Ph.D. and Robin Candler (DPH) – Operational Workgroup Leads Deputy Chief Mikail Ali (SFPD), Daniel Balzer (Glide), Lauren Bell (SFAPD), Nicole Brooks (DPH), Jessica Burleigh (HTA), Frank Castro (Glide), Janet Ector (Glide), Cindy Elias (SF Public Defender’s Office), Officer Heherson Enerio (BART), Al Gilbert (Felton), Clarence Hardy (Felton), Lt. Gil Lopez (BART), Carole McKindley-Alvarez, Psy.D. (Felton) <i>via phone</i> , Kyriell Noon (Glide), Jason Norelli (Glide), Robin Ortiz, Ph.D. (Felton), Julianne Perez (Harder+Company), Sgt. Gabriel Rivera (SFPD), Simin Shamji (SF Public Defender’s Office), Rani Singh (ADA, SFDA), Tiffany Sutton (LEAD ADA, SFDA), Danielle Toussaint, Ph.D. (HTA), Jared Walker (Felton), Capt. Teresa Ewins

Meeting Minutes/Action Items	Responsible	Timeline	Update
<u>Confidentiality Agreements:</u> 1. All OW participants signed confidentiality agreements (i.e., those who did not attend the previous OW).			
<u>Operational Materials:</u> 1. LE Coversheet: updated following feedback and additional edits were suggested. <ul style="list-style-type: none"> a. Action: In pre-booking section, second bullet was revised by Angelica to read “charges involve possession or possession for sale of controlled substance over 5 grams.” b. Action: LE officers to include general information of individual’s appearance, location (key landmarks, street, description of tent/living space, etc.). 2. Procedures Document: <ul style="list-style-type: none"> a. Note that “Procedures” document includes descriptions of all legal codes for referral eligibility criteria. b. Discussion/Decision: LE should send coversheet to LEAD Attorney (DA’s Office) Tiffany S. who first runs a criminal check and then shares cover sheet with the public defender’s office, ASAP. For those on felony probation, the cover sheet 	1.a. Angelica 2.c. Angelica	1.a. ASAP 2.c. ASAP	1.a. Done 2.c. Done



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<p>will also be sent to Cristel T. who is the lead contact and responsible for communicating/coordinating with probation officers.</p> <p>c. Action: Angelica revised Procedures and added communication/information-sharing notes as mentioned above.</p>			
<p>Launch Update:</p> <p>1. Referrals: At the time of the meeting there had been 12 referrals (10 social contacts and 2 pre-booking) and of those, 6 initial screening and assessments had been completed.</p> <p>2. Expansion: OW members unanimously agreed on full expansion from initial launch hotspot areas to the full pilot districts of Tenderloin and Mission as identified in the grant.</p> <p>3. Type and # of Referrals:</p> <p>a. OW members discussed that while the grant indicates a <i>minimum</i> rather than a <i>limit</i> for pre-booking and social contact referrals, pre-booking referrals are the priority of the program in order to reach the goals of reducing recidivism and providing an alternative to jail for low-level drug and alcohol offenders.</p> <p>c. Providers also expressed that service provider capacity should be considered when referring individuals so that <i>both</i> pre-booking and social contact referrals are able to be addressed appropriately.</p> <p>4. Launch Communications/Coordination:</p> <p>a. Action: Teresa Ewins (SFPD) to connect with Lt. Raymond Winters (SFSD) re: protocol for communication with DEM when transporting referrals to confirm that communication protocol is consistent across agencies.</p> <p>b. Action: Tiffany S. requested that LE indicate CAD# on cover sheet when possible.</p>	<p>2. OW/LEAD SF Planning Team</p> <p>3. OW/LEAD SF Planning Team</p> <p>4.d. Law Enforcement</p>	<p>2. Effective Immediately</p> <p>3. TBD</p> <p>4.d. Next OW, 12/1</p>	<p>2. The launch area has been expanded to include all of Tenderloin and Mission districts.</p> <p>3. LE (specifically SFPD) agreed to focus attention on pre-booking referrals via email by Deputy Chief M. Ali</p>



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<p>c. Note/Decision: If individual referred has a case manager already outside of Glide/Felton, they can stay with their same case manager and DPH will inform case manager about LEAD. If individual is working with probation officer but not a case manager then they would be assigned to a LEAD case manager.</p> <p>d. Action: LE will provide an update on LEAD point officers/key contacts at next OW on 12/1.</p> <p>5. Other Launch points of discussion:</p> <p>a. Action: Continue discussing race/ethnic demographics of individuals referred to LEAD during Operational Workgroups to ensure equitable outreach and reduction of the jail population.</p> <p>b. Discussion re: taking photos of referrals in order to locate them at a later date and save in file. Decision: Important to consider HIPAA and privacy concerns. Case Managers can follow internal protocols.</p>			



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<p><u>Trainings:</u></p> <p>1. Motivational Interviewing Training: Emails sent out with information for Motivational Interviewing Training through both DPH, and Probation Dept.</p> <p>2. Implicit Bias Training: TBD. Robin C. (DPH) is coordinating LE contact to schedule training, most likely in January.</p> <p>3. Trauma Informed Training: OW members can contact Robin C. if interested in scheduling/attending a future training.</p> <p>4. Seattle Site Visit: Seattle trip pending, prioritized for Law Enforcement (5 or 6 officers per agency) may be in mid-December or beginning of January. TBD. OW members preferred January date.</p> <p style="padding-left: 20px;">a. Action: Robin C. will share January dates for site visit with OW.</p>	<p>1. DPH/ Probation</p> <p>2. Robin C.</p> <p>3. OW/Robin C.</p> <p>4. Laura T. / Robin C.</p> <p>4.a. Robin C.</p>	<p>1. TBD</p> <p>2. TBD</p> <p>3. TBD</p> <p>4. TBD</p> <p>5. ASAP</p>	
<p><u>LEAD Partner Updates:</u></p> <p>1. Law Enforcement:</p> <p style="padding-left: 20px;">a. Captains identified for Mission District (Capt. Gaetano Caltagirone) and Tenderloin (Capt. Carl Fabbri).</p> <p style="padding-left: 20px;">b. Keep in mind: BEAT staff off on Fridays. Suggestion to change OW to Wednesdays instead of Fridays.</p> <p>2. District Attorney's Office:</p> <p style="padding-left: 20px;">a. Restitution language pending, to be added to procedures.</p> <p style="padding-left: 20px;">b. Hiring update: pending hire of paralegal (Angelica checking grant to ensure this is built into budget for this year).</p> <p style="padding-left: 20px;">c. Action: Tara connecting with Maria M. re: database.</p> <p>3. Probation:</p> <p style="padding-left: 20px;">a. Cristel T. (Probation) reached out to Tiffany S. (DA) about referral flow. CASC now has an analog line. Motivational Interviewing coming up. Extension of hours to 24/7 is pending hiring additional staff.</p>	<p>2.a. Tiffany S. (DA)</p> <p>2.b. Angelica</p> <p>2.c. LEAD SF Planning Team / Tara</p> <p>3.b. OW</p> <p>4.a. HTA & Glide</p>	<p>2.a. ASAP</p> <p>2.b. Check grant for funds/timeline for DA Paralegal hiring.</p> <p>2.c. TBD</p> <p>3.b. On-going / Next OW</p> <p>4.a. TBD</p>	



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<p>b. Action: Need to monitor evening referrals to assess if any referrals are being missed due to current schedule (limited evening hours).</p> <p>4. HTA (Evaluation): Provided data collection reporting plans to all partners. Worked with DPH on spreadsheets. Interviews/Focus Groups by state evaluators with Case Managers and Law Enforcement are in planning stage (TBD).</p> <p>a. Action: Danielle T. will follow-up offline with Glide about spreadsheet and summary report.</p> <p>5. DPH: Nicole B. will share general information on incoming referrals with case managers, weekly, or multiple days a week. Providers can let Nicole know what is useful or not.</p>			
<p>Additional Updates re: Meeting/Action Minutes: With the launch underway, Operational Workgroup meetings will shift to mostly discussing individual referrals and corresponding operational/logistical updates. Meeting minutes will no longer be noted and posted publicly as of 12/1 since referral discussions are confidential. Referral discussions will be documented by providers and other stakeholders in their respective departments following respective protocols, and for internal use. Any major program changes or updates will be shared on the LEAD SF website as appropriate. For additional information please email: leadsf@sfdph.org.</p>			
<p>NEXT OPERATIONAL WORKGROUP MEETING: December 1, 9:00-11:00 am</p>			