

**Legal Process Committee of the San Mateo County Domestic Violence Council**  
**Meeting Minutes**  
**Thursday, January 9, 2020**  
**11:45 a.m. – 1:15 p.m.**

**Location: Sheriff's Conference Room, 1<sup>st</sup> Floor - Hall of Justice**

**Present:** Melissa Gibbs, Co-Chair (CORA), Al Serrato, Co-Chair (District Attorney's Office), Jeniffer Alcantara (Superior Court), Laura Alvarez (ADZ Law), Tammi Assadurian (Probation), Lisa Bergman (Superior Court/Family Court Services), Tanya Both (Superior Court/ADR), Charles Cavallino (CORA), Jessica Dayton (ADZ Law), Lauren De La Rosa (BayLegal), Jenny Horne (Legal Aid Society of SMC), Elisa Kuhl (Victim Services), Hannah Lienhard (Rally)

**Also Present:** Jessica Gray, Martin Fox

ISSUES	DISCUSSION	ACTION
Adopt/Approve Agenda	Hannah Lienhard moved to adopt and approve the agenda. Charles Cavallino seconded the motion. Passed unanimously.	<b>Approved</b>
Introductions and Updates	<p><u>FCS</u>: The parent orientation is now offered online only.</p> <p><u>FLFO</u>: The SSF location is now open Monday-Thursday, 8:00am - 2:00pm and closed on Fridays. Live Chat is now available on the Self-Help section of the Superior Court website 3 afternoons per week.</p> <p><u>District Attorney</u>: DDA Amanda Alcantara has move to Sup. Ct. unit and DDA Dominique Davis joined the misdemeanor DV unit.</p> <p><u>ADZ</u>: Lauren Zorfis is now a Commissioner with the San Mateo Superior Court.</p> <p><u>LASSMC</u>: Janet Seldon has retired and Stephanie Bilinski hired as new Pro Bono Director.</p> <p><u>BayLegal</u>: Now two full-time Staff Attorneys in the SMC office.</p> <p><u>CORA</u>: Speak Up Luncheon will be held on March 6. Rachel Louise Snyder, author of "No Visible Bruises" will be speaking.</p>	
Review/Adopt Minutes from 7/11/19 meeting	Charles Cavallino moved to approve the minutes. Jessica Dayton seconded the motion. Passed unanimously.	<b>Approved</b>
Carry Over Item	<p>a) Work Plan 2020-2022: Jenny Horne moved to approve the work plan. Al Serrato seconded the motion. Passed unanimously.</p> <p>b) Screening Procedures: Melissa G. reported back conversation had with SMCBA about their protocols for key card access. Reiterated Sheriff's procedures and that procedures were reviewed with entry staff. Agreed upon the importance of bringing concerns to the attention of the Sheriff's department as soon as they arise.</p>	<b>Approved</b>
New Business	<p>a) 2020 Projects:</p> <p>1) Commissioner Stipulation (AD-10): the committee reviewed the proposed form revision and letter detailing the request to Judge Hill. Jessica Dayton moved to approve the letter and form as amended. Jenny Horne seconded the motion. Passed unanimously.</p>	<b>Melissa to update letter and from, circulate to Al and submit to Judge Hill</b>

	<p>2) Strangulation specific protocol for law enforcement: create a standardized response; possibly a one-page form to attach to the report.</p> <p>3) Civil Standby Protocol:</p> <ul style="list-style-type: none"> <li>- Discussed the challenges that some victims have faced and brainstormed guidance we would want to provide (two officer response, monitoring of activity, no disputed property removed, etc.). CORA and Victim Services will put together a list of concerns they've heard about from victims.</li> <li>- Inquired about what protocols or procedures may already be in place. Al wondered if training already exists or if there are model protocols by police associations. Jessica Gray and Elisa Kuhl offered to contact individual departments to inquire further.</li> <li>- Discussed the language currently used in restraining orders authorizing a civil standby and wondering if we could adjust the language so that law enforcement can have that as a basis for enforcement. Jessica Dayton offered to take a look at the language and to start to draft alternate language.</li> </ul>	<p><b>Felony DV team working on template</b></p> <p><b>Melissa/Elisa to put together a list of issues</b></p> <p><b>Al S. to inquire about guidance from POST or similar agency</b></p> <p><b>Jessica Gray/Elisa to contact LE depts.</b></p> <p><b>Jessica Dayton to draft alternate language</b></p>
<p>Work Plan Reports</p>	<p>a) Civil-Criminal Crossover: No update.</p> <p>b) DV Firearms Compliance Unit: No update.</p> <p>c) Judicial Bench Card: No update.</p> <p>d) Law Enforcement DV Protocol Update: Al Serrato report that the Chiefs have not signed the updated protocol yet.</p> <p>e) Protective Orders:</p> <ul style="list-style-type: none"> <li>- Charles Cavallino discussed a trend of modified orders not being updated in CLETS after filing.</li> <li>- Confirmed that CLETS forms are required when filing DVROs after some back and forth confusion.</li> <li>- Tammi Assadurian informed that victims are getting notifications of termination of criminal protective orders and new orders, leading to confusion about what is in effect.</li> </ul> <p>f) Allocation of Court Resources:</p> <ul style="list-style-type: none"> <li>- Tammi Assadurian discussed the impact of bench warrants not being entered into the system quick enough. Discussed delay in minutes form misdemeanor DV cases being entered.</li> <li>- Odyssey updated to allow attorneys to view documents associated with the cases for which they are attorney of record. If able to access something you shouldn't be able to, please notify Jeniffer.</li> </ul> <p>g) Courtroom Safety: Nothing to discuss.</p>	<p><b>Al to continue to follow-up</b></p> <p><b>Jeniffer to follow up with the clerk's office and Melissa to follow up with the Sheriff's about each of these concerns</b></p> <p><b>Jeniffer to inform Sean N. about this</b></p>

Public Comment	Mr. Fox announced Santa Clara County is considering adopting Laura's Law (21 counties in California have already adopted it). A state audit of Laura's Law is forthcoming. Mr. Fox reminded the committee that San Mateo County does not have an emergency mental health hotline, but a three-digit number for nationwide support is pending.	

**Next Meeting:** Thursday, April 9, 2020 11:45am-1:15pm  
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