

**Legal Process Committee of the San Mateo County Domestic Violence Council**  
**Meeting Minutes**  
**Thursday, January 14, 2021**  
**11:45 a.m. – 1:15 p.m.**  
**Location: Zoom Video Conference**

**Present:** Melissa Gibbs, Co-Chair (CORA), Jeniffer Alcantara (Superior Court), Laura Alvarez (ADZ Law), Lisa Bergman (Superior Court/Family Court Services), Tanya Both (Superior Court/ADR), Joe Cang (Sheriff's Office), Charles Cavallino (CORA), Jessica Dayton (ADZ Law), Lauren De La Rosa Koury (BayLegal), Yesenia Garnica (Probation), Jenny Horne (Legal Aid Society of SMC), Elisa Kuhl (Victim Services), Jordan Maxwell (Superior Court/Ops.), Erin Orum (BayLegal), Nicole Reyes (BayLegal), Emily Sun (Rally)

ISSUES	DISCUSSION	ACTION
Adopt/Approve Agenda	Charles Cavallino moved to adopt and approve the agenda. Jessica Dayton seconded the motion. Passed unanimously.	<b>Approved</b>
Introductions and Updates	<p><u>CORA</u>: Community office is closed due to increase of COVID cases and will be providing remote services for the foreseeable future.</p> <p><u>SMSO</u>: Chris Serrano has transitioned out of FCU. New detective will be at the next meeting.</p> <p><u>District Attorney/Victim Services</u>: Al Serrato retired in December. Sean G. has taken over for him temporarily.</p> <p><u>Rally</u>: Started to reopen for supervised visits and exchanges on a limited basis. Still providing primarily remote services.</p> <p><u>Court</u>: DVPA matters are being continued on the day of the hearing per most recent calendar memo. For safety reasons the court is closing on 1/20/21. DVPA matters set for this day are in the process of being continued to 2/10 and 2/17.</p> <p><u>Clerk's Office</u>: Clerk's office is closed to the public. Documents can be electronically filed, mailed, or deposited in the drop box.</p> <p><u>Probation</u>: Caseloads are increasing due to COVID. Officers are spending more time talking to defendants and victims.</p> <p><u>FCS</u>: Two staff members recently resigned/retired. Wait times for appointments might get longer until positions can be filled.</p>	
Review/Adopt Minutes from 10/8/20 meeting	Jessica Dayton moved to approve the minutes. Charles Cavallino seconded the motion. Passed unanimously.	<b>Approved</b>
Carry Over Items	a) DV Trainings for Judges: Jeniffer Alcantara reported the Judicial Council handles judicial education statewide for the court. CA Rules of Court 10.462 sets out the CLE requirements, which include a provision for judicial officers to participate in education on DV issues if they handle certain case types (criminal, family, probate, juvenile delinquency, etc.) and, if DV is their primary assignment, then they need to participate in periodic updates on DV issues. The Judicial College has two DV workshops: Introductory/ understanding	<p><b>Laura/Erin/Melissa can coordinate further regarding possible training proposals/topics.</b></p> <p><b>Lisa will compile resources she knows about as well.</b></p>

	<p>DV in various assignments and DV issues in immigration context. There are a lot of non-mandatory DV resources offered by Judicial Council (online videos, conferences, courses, etc.). The presiding judge has the responsibility to make sure judicial officers are complying with the requirements, so if there are specific topics LPC wants there to be training on, then that recommendation should be made to the presiding judge. Discussed the need to identify specific topics and training opportunities before presenting to the presiding judge.</p> <p>b) Civil Standby Protocol: Elisa Kuhl and Melissa Gibbs provided feedback that of the departments that reported having a civil standby policy, all are using the Lexipol policy. This policy is a strong foundation. Charles Cavallino will look at current policy language and make recommendation about items to add/improve. Melissa discussed the desire to get more law enforcement feedback on what they need in terms of a policy and reached out to the manager of CORA's Emergency Response Program to find out if there is an existing meeting or process for how this can occur. If there is a meeting with law enforcement on this issue Jenny Horne would also like to participate. Anyone else that is interested in participating in the meeting should email Melissa.</p>	<p><b>Charles will review Lexipol policy.</b></p> <p><b>Melissa will look into obtaining law enforcement feedback.</b></p>
New Business	<p>a) Co-Chair Rotation: Co-Chair position is vacant due to Al Serrato's retirement. In July, Melissa Gibbs will have been Co-Chair for five years. Discussed nominations for the positions. Charles Cavallino and Elisa Kuhl accepted nomination for the open positions. Election will be held at the next meeting.</p>	<p><b>If anyone else would like to nominate, email Melissa prior to the next meeting.</b></p>
Work Plan Reports	<p>a) Civil-Criminal Crossover: Melissa Gibbs reached out to the interim DV supervisor to schedule a civil-criminal crossover meeting.</p> <p>b) DV Firearms Compliance Unit: Firearms collections has been steady. DV has gone up since last meeting but the deputies have been consistent in seizing firearms at time of incident. New detective will be assigned part-time to the FCU.</p> <p>c) Judicial Bench Card: Jeniffer Alcantara reported the judicial officers are very happy with the bench card and are using it.</p> <p>d) Law Enforcement DV Protocol Update: No update.</p> <p>e) Protective Orders: Laura Alvarez noted the court is still using the old AD-10 Commissioner Stipulation form on DVPA</p>	<p><b>Tanya will notify Judge Hill about discrepancy.</b></p>

	<p>calendars even though the website has been updated with the new form.</p> <p>f) Allocation of Court Resources: Jessica Dayton noted how appreciative the family law bar is of Judge Hill's transparency and willingness to hold monthly conference calls with the bar.</p> <p>g) Courtroom Safety: Melissa Gibbs noted the dual contact tracing sheets, one for Petitioner and one for Respondent, is very helpful to ensure privacy.</p>	
Public Comment	None.	

**Next Meeting:** Thursday, April 8, 2021  
11:45am-1:15pm  
Zoom Video Conference

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